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FINANCIAL REGULATIONS
AND INSTRUCTIONS

FOR THE
CANADIAN
ACTIVE SERVICE FORCE

OVERSEAS







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Canada - National Defence, Sept. 8-

RECORD OF AMENDMENTS

FINANCIAL REGULATIONS AND INSTRUCTIONS

for the

CANADIAN ACTIVE SERVICE FORCE (OVERSEAS)

Reprint of Financial Regulations and Instructions for the
Canadian Army (Overseas) with Amendments No. 76
(General Order No. 126/1945)



OTTAWA
EDMOND CLOUTIER
PRINTER TO THE KING'S MOST EXCELLENT MAJESTY
1945

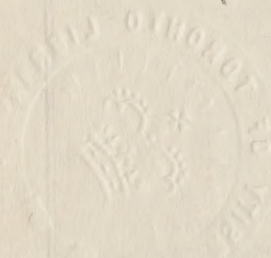
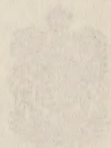
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FINANCIAL REGULATIONS
AND INSTRUCTIONS

for the

CANADIAN
ACTIVE SERVICE FORCE
(OVERSEAS)

Revised to include Regulations and Instructions for the
Canadian Army Overseas with Amendments No. 75
General Order No. 130 (1975)



PRINTED AT THE QUEEN'S PRINTER
OTTAWA, ONTARIO

RECORD OF AMENDMENTS

[illegible]

1st December, 1945

RECORD OF AMENDMENTS

Amendment Number	General Order	Rolling Order	Rolling Number	Amendment Number	General Order	Rolling Order	Rolling Number
77	170-45	8700					
78	182-45	8730					
79	189-45	8739					
80	274-45	8800					
81	285-45	8857					
82	302-45	8903					

1st December, 1945

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PART XX
(Articles 501-503)

501. Definition of Terms used:—

- (a) Force.
- (b) Minister.
- (c) Headquarters.
- (d) Paymaster, Canadian Troops.
- (e) Command Paymaster.
- (f) Cashier.
- (g) Paymaster.
- (h) Accountant Officer.
- (i) Soldier.
- (j) Men.
- (k) Unit.
- (l) Company, etc.
- (m) Imprest.
- (n) Routine Orders.
- (o) Suspension from duty.
- (p) Warrant Officer.
- (q) Official Rate of Exchange.
- (r) Volunteer.

502.

503.

PART XX

501. Definition of terms used in these Regulations:—

- (a) **FORCE**, means those units, detachments, formations, parts and personnel of the Canadian Militia serving Overseas.
- (b) **MINISTER**, means the Minister of National Defence or, in the event of such being appointed, that Minister of the Crown charged with the administration of the Military Forces of Canada serving Overseas, and includes such person as the Minister of National Defence may appoint to act on his behalf for the purpose of these Regulations.
- (c) **HEADQUARTERS**, means Canadian Military Headquarters in Great Britain.
- (d) **PAYMASTER, CANADIAN TROOPS**, means Paymaster, Canadian Troops in the Field, including Lines of Communication, who is the direct representative there of the Chief Paymaster (Overseas).
- (e) **COMMAND PAYMASTER**, means an officer appointed to a Canadian Command or Area in the United Kingdom for the purpose of issuing funds to Paymasters, and of paying claims as authorized by the Chief Paymaster (Overseas).
- (f) **CASHIER**, means an officer appointed to a division, or other body of troops, for the purpose of issuing funds to Paymasters or Advance-holders, and, under certain conditions, paying claims for supplies, etc.
- (g) **PAYMASTER**, means an officer appointed to any unit, or units of the Force, for the purpose of paying the personnel of the unit, or units, to which he has been detailed.
- (h) **ACCOUNTANT OFFICER**, includes Command Paymasters, Cashiers, Paymasters, Imprest-holders and Advance-holders.

REPORT

NAME	AGE	SEX	RELATION
John Doe	25	M	Head of Family
Jane Doe	22	F	Wife
Robert Doe	18	M	Son
Mary Doe	15	F	Daughter
William Doe	12	M	Son
Elizabeth Doe	10	F	Daughter
James Doe	8	M	Son
Anna Doe	6	F	Daughter
Thomas Doe	4	M	Son
Sarah Doe	3	F	Daughter
Charles Doe	2	M	Son
Patricia Doe	1	F	Daughter

Summary

The family of John Doe, residing at 123 Main Street, City, State, is a typical middle-class family. The father, John Doe, is a 25-year-old male, employed as a clerk in a local business. The mother, Jane Doe, is a 22-year-old female, a homemaker. They have nine children, ranging in age from 1 to 25. The children are all healthy and well-adjusted. The family has a good reputation in the community and is active in various social and religious organizations.

The family's income is derived from the father's salary and the mother's occasional part-time work. They are able to meet their financial obligations and maintain a comfortable standard of living. The children are all in good health and are attending school. The family is well-educated and has a strong sense of community.

The family's social life is active, with regular visits to friends and relatives. They are also active in the church and various community organizations. The children are well-behaved and obedient, and the family is a source of pride to the community.

The family's future prospects are bright, with the children expected to continue their education and find good employment. The family is well-prepared for the future and is confident in their ability to provide for their children's needs.

- (i) SOLDIER, includes warrant officer and non-commissioned officer, as well as private soldier—vide Army Act, Section 190, Sub-section 6, and unless otherwise provided in these regulations, includes also a volunteer of the Canadian Women's Army Corps. G.O. 319
1943
- (j) MEN, includes all ranks except officers, unless the context clearly shows that warrant officers and non-commissioned officers are excluded.
- (k) UNIT, includes headquarters of formations, regiments, battalions, hospitals, etc., but does not usually refer to a squadron, battery, company or detachment which forms part of a larger formation of the same nature.
- (l) COMPANY, ETC., means squadron, battery, troop or company.
- (m) IMPREST, is an advance of money issued to a Sub-accountant to meet various expenses, and is accounted for by a monthly statement of expenditure supported by vouchers. Pay and allowances of personnel are not issued from imprest funds.
- (n) ROUTINE ORDERS, means Routine Orders of Canadian Military Headquarters in Great Britain. Note:—All appointments, promotions, retirements, etc., are subject to confirmation in the *Canada Gazette*.
- (o) SUSPENSION FROM DUTY, includes both open and close arrest.
- (p) WARRANT OFFICER, means a warrant officer, Class I, unless a specific reference is made to warrant officer, Class II, or Class III.
- (q) OFFICIAL RATE OF EXCHANGE, means the rate of exchange approved from time to time by the Minister of Finance of the the Canadian dollar in relation to the currency of any other country.
- (r) VOLUNTEER—a collective term embracing all ranks, other than officers, in the Canadian Women's Army Corps. It has the same meaning as the term "Soldier" as defined in paragraph (i) hereof. G.O. 319
1943

502.

503.

PART XXI**PAY SERVICES, CANADIAN ACTIVE SERVICE FORCE
(Overseas)****General Organization
(Articles 504-517)**

- 504. Administration.
- 505. General Duties.
- 506. Duties—Paymaster, Canadian Troops in the Field.
- 507. Ledger Accounts for Advances.
- 508. Field Cashier.
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- 510. Inspection of Paymasters' Accounts.
- 511. Muster Parades.
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THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
RESEARCH REPORT
No. 1000

THE EFFECT OF TEMPERATURE ON THE
RATE OF REACTION OF HYDROGEN
PEROXIDE WITH FERROUS SULFATE
IN AQUEOUS SOLUTION

1950

PART XXI

PAY SERVICES, CANADIAN ACTIVE SERVICE FORCE (Overseas)

General Organization

Administration

504. (1) The Chief Paymaster (Overseas), is responsible for the administration of the Pay Services of the C.A.S.F. (Overseas), and the distribution of the personnel required therefor.

(2) He is charged also (subject to any variations or alterations that may be made from time to time) with the following duties, and such other additional duties as may be assigned to him by the D.A.G., Canadian Military Headquarters in Great Britain:

G.O. 236
1943

- (a) Financial consideration of proposals affecting personnel of the Canadian Active Service Force, (Overseas).
- (b) Advice to other branches on matters affecting pay and allowances.
- (c) Questions regarding pay and money allowances of the Canadian Active Service Force, (Overseas), and decisions as to the proper rates under the regulations.
- (d) Any proposals for amendments to pay and allowances.
- (e) Compilation of financial regulations and amendments thereto.

General Duties

505. The general organization of the Pay Services is designed to meet the following requirements:

- (a) A ready and safe supply of cash when and wherever required.
- (b) The prompt consideration and disposal of all personal claims of officers and soldiers.
- (c) The collection of necessary information to enable the accounts of officers and men of the Force to be compiled and completed.

Duties—Paymaster, Canadian Troops, in the Field

506. The Paymaster, Canadian Troops, in the Field, supervises the distribution of funds to troops in the Field, under the supervision of the Chief Paymaster, (Overseas), and is responsible for the pay and accounting for all services connected with the Force throughout the area of operations. He will obtain funds under arrangements to be made by the Chief Paymaster, (Overseas), and he will be responsible for the custody and distribution of the cash required for the pay and maintenance of the Force in the Field. Such distribution will be made to Paymasters through the Field Cashier of the Division, or other body of troops, in such amounts as may be required for their respective units, except in the case of units at the Base, or on Lines of Communication, which will obtain funds direct from the Paymaster, Canadian Troops, or as may be arranged by the latter officer.

THE HISTORY OF THE UNITED STATES OF AMERICA

(Continued)

CHAPTER IV

The first of the great events of the American Revolution was the Declaration of Independence, which was adopted by the Continental Congress on July 4, 1776. This document declared that the thirteen colonies were no longer part of the British Empire, but were now free and independent states. The Declaration was a bold statement of the colonies' desire for self-government and was a key factor in the American Revolution.

The Declaration of Independence was a landmark event in American history. It was the first time that a group of people had declared their independence from a foreign power. The Declaration was a statement of the colonies' desire for self-government and was a key factor in the American Revolution. It was a bold statement of the colonies' desire for self-government and was a key factor in the American Revolution.

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Ledger Accounts for Advances

507. The Paymaster, Canadian Troops, will open a ledger account with each Cashier in the Field, and with such other persons as may be necessary; and he will take steps to ensure that all advances of cash are properly and promptly accounted for. He will also periodically inspect the accounts of Cashiers and such other persons, and at the end of each month he will forward a report to the Chief Paymaster, (Overseas), stating what accounts have been inspected and the result of such inspection.

Field Cashier

508. (1) A Field Cashier will be under the orders of the Paymaster, Canadian Troops, and will be responsible for the proper supply and distribution of the cash required by the Paymaster of all units in the division or attached thereto.

(2) The Field Cashier will personally enter all advances to Paymasters and Advance-holders in his cash book at the time the advance is made, and will also verify the balance held by Paymasters and Advance-holders at the end of each month, and will sign a certificate in the monthly cash account of the Paymaster, etc., that this has been done. He will also arrange to periodically inspect the accounts of Paymasters, etc., in his payment, and will forward a certificate after the close of each month to the Paymaster, Canadian Troops, as to the result of such inspections, etc.

Command Paymasters—In the United Kingdom

509. (1) Where necessary, in the case of Canadian Troops stationed in the United Kingdom, a Command Paymaster will be appointed and attached to the staff of the command or area.

(2) The Command Paymaster will perform the duties of cashier in respect of all units which may be placed under him for that purpose by the Chief Paymaster, (Overseas).

(3) The Command Paymaster is responsible for the verification of the balance on hand held by each Paymaster in the command or area at the end of each month, and for this purpose he will obtain a certified statement from the manager of the bank where the Paymaster keeps his public funds, as to the amount of the balance at the end of business on the last day of the month. This certificate will accompany the original copy of the cash book forwarded to the Chief Paymaster, (Overseas), at the close of each month.

(4) After the balance has been verified, a statement to that effect is to be signed in the Paymaster's cash book by the Command Paymaster.

Inspection of Paymasters' Accounts

510. The Command Paymaster, in addition to verifying the cash balances of Paymasters, is to inspect their accounts each month and forward a report to the Chief Paymaster, (Overseas), not later than the 5th of the following month that this has been done. If the Command Paymaster is unable to personally carry out these inspections, he must arrange for them to be done by some other responsible officer. In the event of any Paymaster's accounts not having been inspected during the month, an explanation is to be given as to the reason the inspection

was not carried out. The Chief Paymaster, (Overseas), will make the necessary arrangements for inspection of accounts of Paymasters and Accountant Officers, who obtain funds other than through a Command Paymaster.

Muster Parades

511. (1) A parade for the purpose of mustering all ranks in a unit is to be held once a month at such time as may be arranged with the Officer Commanding or with the Officer Commanding Troops.

(2) At this muster the Paymaster, or other officer detailed for the purpose, is to call over carefully the nominal roll of the unit, check those present, and ensure that any not present are properly accounted for, noting against each absentee the cause of absence or any other particulars.

(3) In the Field, when the exigencies of active service do not permit of parades being ordered for the specific purpose of mustering, the parade for pay is to be utilized as a muster. To enable this to be done, the Paymaster is to make out on his acquittance rolls a complete nominal roll of the men of his unit, and he will take the necessary steps to account for all men who do not sign the acquittance rolls, and in the event of any men not being properly accounted for, he will report the fact to the Officer Commanding the unit and also note it on the acquittance roll. The Commanding Officer is responsible that such cases are fully investigated, and that any necessary action is then taken.

(4) In the case of units serving in the United Kingdom, the reports of muster parades are to be dealt with in accordance with the instructions issued from the office of the Chief Paymaster, (Overseas). The Chief Paymaster, (Overseas), will be responsible, in the case of any officer or man not properly accounted for either in the Field or in the United Kingdom, that no further payments are made on his account until the case has been dealt with and proof is furnished that the officer or man is accounted for and entitled to be continued on the strength of the Force. If missing or prisoner of war, etc., he will be dealt with in accordance with regulations governing such cases.

(5) A nominal roll of officers, which will form part of the Muster Parade State, will be rendered on MFM 502. Commanding Officers will be responsible for its accurate preparation and transmission.

G.O. 82

1945

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THE UNIVERSITY OF CHICAGO
DEPARTMENT OF THE HISTORY OF ARTS
CHICAGO, ILLINOIS 60637

MEMORANDUM

TO: THE DEPARTMENT OF THE HISTORY OF ARTS, UNIVERSITY OF CHICAGO

FROM: [Name Redacted]
SUBJECT: [Subject Redacted]
DATE: [Date Redacted]
[The following text is extremely faint and largely illegible. It appears to be a memorandum detailing a project or report, possibly related to the history of art. It contains several paragraphs of text, some of which are indented. The text is too blurry to transcribe accurately.]

APPROVED: [Signature Redacted]
[The following text is also extremely faint and illegible, appearing to be a signature block or a concluding statement.]

PART XXII**GENERAL INSTRUCTIONS GOVERNING ACCOUNTANT OFFICERS**

(Articles 518-531)

518. Duties generally.**519.** Issue of Pay.**520.** Claims for Services.**521.** Payment of Claims and Authority therefor.**522.** Unreasonable and excessive Payments.**523.** Liability for improper Payments.**524.** Losses of Public Money.**525.** Observations on Expenditure.**526.** Interpretation regarding Pay and Allowances.**527.** Responsibility for Duties.**528.** Advice and Information.**529.****530.****531.**

PART XXII

GENERAL INSTRUCTIONS GOVERNING ACCOUNTANT OFFICERS

Duties Generally

518. Accountant Officers will be required to receive, disburse and account for public funds entrusted to their charge.

Issue of Pay

519. All payments to men must be accounted for on acquittance rolls, and must not be in excess of the amount due to date of issue.

G.O. 82
1945

Claims for Services

520. (1) Claims for supplies and services in the United Kingdom will be settled by the Chief Treasury Officer (Overseas).

(2) Claims for services arising in the Field will be forwarded to the Cashier of the division, etc., in which the claimant is serving. After necessary examination to ensure that such claims are complete in every particular, and in accordance with regulations, the Cashier will forward them to the Paymaster, Canadian Troops, for necessary action and settlement.

Payment of Claims and Authority Therefor

521. (1) In the case of supplies, etc., the covering accounts, in duplicate, must be certified in accordance with Article 633 (2). Claims received for reimbursement of private funds expended by officers, and others, in connection with any public service, must be supported by receipted bills, except in the case of those items of ordinary travelling expenses—not exceeding the sum of \$2.50 or its equivalent, for which receipts are not required.

(2) The following will be the usually recognized authorities for payment of claims:—

- (a) The published rates of pay and allowances, duly approved by Order in Council.
- (b) The recommendation for payment, duly endorsed on the claim by a Staff Officer, embodying the approval of the General Officer Commanding the Division, or the Senior Officer of Troops.

Unreasonable and Excessive Payments

522. It is the duty of the Chief Treasury Officer (Overseas), the Chief Paymaster (Overseas), or the Paymaster, Canadian Troops in the Field, as the case may be, to bring to the notice of the proper authority any claim for expenditure which in his opinion is improper, unreasonable or excessive, and he will defer payment of such claims until he receives the written authority of the officer referred to above. A copy of the correspondence in such cases is to be attached to the claim if payment is made.

Liability for Improper Payments

523. (1) Accountant officials will be personally liable for any payment made contrary to regulations, or authority, or through errors by themselves or their subordinates, and they will be required to seek recovery of the amount of such overpayments from the payee.

(2) While war conditions may justify some relaxation in the formal procedure usually required in connection with claims, which in some cases may render it almost impossible to obtain the necessary certificates, etc., accountant officers should recognize the necessity of exercising an especially vigilant scrutiny as to the merits of the transactions with which they have to deal, and should endeavour to obtain all practicable proof as to the correctness of accounts. It is at the same time desirable that observations and correspondence be reduced to a minimum, especially when addressed to officers in the active area and during the actual progress of military operations.

Losses of Public Money

524. (1) Whenever practicable, even in the Field, a court of inquiry will be assembled in every case of loss or deficiency of public funds. Failing this, the Officer Commanding the Unit concerned, or Senior Officer present, will, as soon as circumstances permit, furnish a report of the loss, which in the case of an officer who is reported killed or missing, should include all available evidence as to his having the cash on his person at the time of the casualty, together with an explanation as to the reason why this was necessary.

(2) In the case of units in the Field, the proceedings of the court of inquiry, or report of the Officer Commanding, will be forwarded to the D.A.A.G., Canadian Section G.H.Q., 2nd Echelon, and that officer will transmit such documents to Canadian Military Headquarters in Great Britain, at the same time notifying the Paymaster, Canadian Troops, and the Chief Paymaster (Overseas), of action taken and the latter will pass same to the Chief Treasury Officer (Overseas), for his information.

(3) If a loss or deficiency of public funds occurs in any unit in the British Isles, the officer discovering such loss is to immediately report the case to the Commanding Officer of the unit concerned, and to the Command Paymaster of the command or area in which the unit is stationed. The Command Paymaster, will at once make a report to the General or other Officer Commanding, who will convene a court of inquiry without delay, and the proceedings of such court will be forwarded to Canadian Military Headquarters in Great Britain.

(4) Should any portion of a deficit of public funds be due to missing acquittance rolls, the pay books of all men still serving with the unit should be examined immediately, and particulars of cash issues within the period extracted and certified.

(5) Pending decision of the court of inquiry, the General or other Officer Commanding is responsible for taking such action as may be necessary to safeguard the public interest.

(6) In such instances the Command Paymaster will furnish a full report of the matter to the Chief Paymaster, (Overseas), who will pass same to the Chief Treasury Officer, (Overseas), for his information.

Observations on Expenditure

525. If, in his examination of vouchers or other document, it appears to a Command Paymaster, or the Paymaster, Canadian Troops, that unnecessary or excessive expenditure is taking place, he will make a report of the circumstances, with his remarks thereon, to the Chief Paymaster, (Overseas), as circumstances require.

Interpretation Regarding Pay and Allowances

526. (1) Any questions concerning the interpretation of regulations or rates of pay and allowances of officers and men, which cannot satisfactorily be disposed of by Command Paymasters, will be referred to the Chief Paymaster, (Overseas), for decision. If necessary, the matter will be referred to higher authority for direction.

(2) If the case arises in the Field, the question will be referred in the first instance to the Paymaster, Canadian Troops, to be sent, if necessary, to the Chief Paymaster, (Overseas).

(3) Copies of all rulings promulgated as directed by (1) and (2) above will be forwarded forthwith to the Chief Treasury Officer, (Overseas), by the officer who issued such ruling.

Responsibility for Duties

527. Accountant officers will be held responsible that all work is kept strictly up to date, and that all accounts are properly checked and payments made, and all necessary returns submitted regularly. They will have their books and records ready at all times for inspection.

Advice and Information

528. (1) Command Paymasters, Cashiers and Paymasters will be prepared to furnish advice and information on pay and financial matters to officers. Soldiers of the Force requiring such information will obtain the same from the Paymaster of their own unit.

(2) Officers and other ranks serving in a unit with a Paymaster must not correspond direct with the Chief Paymaster, (Overseas), or the Chief Treasury Officer, (Overseas), regarding matters of pay and allowances.

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THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY
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PART XXIII**GENERAL DUTIES OF FIELD CASHIERS**

(Articles 532-549)

- 532. Nature of Cashier's Payments.
- 533. Payment of Claims.
- 534. Cash Book and Returns.
- 535. Cash Requisitions.
- 536. Receipt and Account of Cash.
- 537. Payment of Money to the credit of Public Funds.
- 538. Cash Effects of Officers and Men—Deceased or Missing in the Field.
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- 543. Changes of Paymasters, etc.
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PART XXIII

GENERAL DUTIES OF FIELD CASHIERS

Nature of Field Cashier's Payments

532. (1) The principal duty of a Field Cashier is to supply funds on requisition to paymasters and officers acting as such, for payment to officers and men of the Force. He will also issue advances if necessary to Advance-holders, who are officers duly authorized by Divisional Headquarters for the purpose of making payments for purchase of supplies, etc. In the event of a Company Commander of the British Forces or other properly authorized officer of that Force not being able conveniently to obtain cash from a British Field Cashier, Canadian Cashiers are authorized to comply with such requisition, carrying out the same procedure as in the case of our own officers.

(2) Similarly, Field Cashiers are empowered to issue funds, when required, to the proper officer of any Imperial Force, such as Australian, New Zealand, South African, Newfoundland or Navy; in such cases requisitions must be clearly marked with the name of the Force to which the officer belongs and of the Government from which the amount is to be recovered.

(3) In such cases care must be taken to show clearly not only the correct name and initials of the officer to whom money is advanced, but the correct title and other particulars of the unit, etc., concerned; all names, etc., to be shown in BLOCK TYPE, and all such requisitions are to be marked "Recoverable from British Government", or other Government, as the case may require.

Payment of Claims

533. (1) A Field Cashier, if absolutely necessary, in order to avoid delay, may pay urgent claims for supply services, etc., if the Advance-holder is not available, and when circumstances do not admit of referring the claims to the Paymaster, Canadian Troops, for settlement, but will not, under any circumstances, pay bills for services under contract or requiring special authority.

(2) As far as possible, to avoid duplicate payments being made for the same service, all bills and claims for supply services, etc., will be paid by the Requisitioning Officer, or for Engineer Services by the Advance-holder therefor, and such "paid" accounts will be transmitted to the Paymaster, Canadian Troops, as an ordinary accounting for disbursements made from his advance. If any such payments are made by a Field Cashier they will be accounted for in a similar manner.

Cash Books and Returns

534. Each Field Cashier will keep a cash book on Form M.F.M. 501, which he will balance daily. On the 8th, 15th, 22nd and last day of the month, he will forward to the Chief Paymaster, (Overseas), all acquittance rolls and other vouchers applicable to the relative period under cover of Settlement Vouchers, Form C.T. 5009, Schedule of Payments, Form C.T. 5010 and Statement of Cash Receipts, Form C.T. 5011, as may be applicable. The original copy of monthly cash account together with duplicate copies of acquittance rolls and other vouchers will be forwarded at the close of each month to the Paymaster, Canadian Troops, to note and pass to the Chief Paymaster, (Overseas).

THEORY

CHAPTER I. OF THE NATURE AND SCOPE OF THE THEORY.

SECTION I. OF THE NATURE OF THE THEORY.

The theory of the nature and scope of the theory is a subject of great importance, and one which has attracted the attention of many philosophers. It is a subject which has been treated in many different ways, and it is the object of this chapter to give a brief account of the different theories which have been advanced on this subject.

The first theory which is mentioned is that of Aristotle. He held that the nature of the theory was to be found in the principles of logic and metaphysics. He held that the theory was to be found in the principles of logic and metaphysics.

The second theory which is mentioned is that of Plato. He held that the nature of the theory was to be found in the principles of mathematics and geometry. He held that the theory was to be found in the principles of mathematics and geometry.

SECTION II. OF THE SCOPE OF THE THEORY.

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SECTION III. OF THE HISTORY OF THE THEORY.

The history of the theory is a subject of great importance, and one which has attracted the attention of many philosophers. It is a subject which has been treated in many different ways, and it is the object of this chapter to give a brief account of the different theories which have been advanced on this subject.

Cash Requisitions

535. (1) All funds required by the Field Cashier will be obtained, as a general rule, from the Paymaster, Canadian Troops, on submission, (in triplicate) of an Advance Issue Receipt Voucher, Form C.T.5006.

(2) Sometimes it may be necessary to send request for funds by telegraph, in which case the usual Advance Issue Receipt Voucher must also be forwarded by post the same day to confirm telegram, etc.

(3) Arrangements for supply of cash will vary from time to time as found necessary by the Paymaster, Canadian Troops, but where possible a credit will be opened for the Cashier at the nearest branch of an approved bank.

(4) The Paymaster, Canadian Troops, will have cheques for Field Cashiers vised for payment at the nearest branch of an approved bank.

Receipt and Account of Cash

536. A Field Cashier will accept and bring into account forthwith all sums tendered, whether by officers, soldiers or civilians, in payment of public claims for stores, clothing, forage, rations, etc., or on account of refunds stated to be due the public, or sums handed over to the Postal Corps for credit of the Postmaster-General. For each remittance received, the Field Cashier will prepare in triplicate a Finance Receipt, Form M.F.M.503, on which will be shown, together with other pertinent information, sufficient data as to the nature of the remittance to assist identification. Each Finance Receipt should also be supported by any relative vouchers.

Payment of Money to the Credit of Public Funds

537. Officers or other individuals who have occasion to pay in any money to the public credit should, whenever possible, hand the cash to a Field Cashier. When money has to be sent by post, it should always be sent under registered cover, by cheque or money order if practicable, and the receipt of the post office kept until receipt of the money is acknowledged. The despatch of money by the Despatch Letter Service is prohibited.

Cash Effects of Officers and Men—Deceased or Missing in the Field

538. (1) Sums of money found among the effects of deceased officers and men in the Field, or of those who are missing, are to be handed over to the Paymaster, who will enter all such amounts received in a register of cash effects, Form M.F.M. 504. This register is printed in book form with provision for two carbon copies being taken of each original page, and the original and duplicate copies are perforated at the left margin to permit of their being detached from the book. All pages carry printed serial numbers, the numbers on the duplicate and triplicate of each set being the same as on the original page of the same set.

(2) Such amounts will not be taken into the Paymaster's cash book, but will be handed to the Field Cashier after the latter has signed all three copies of the relative pages of the register of cash effects, in the space provided for that purpose. After this has been done, the Paymaster will detach the original and duplicate copies of the pages. The original will be forwarded direct to the Chief Paymaster, (Overseas), and the duplicate will be handed to the Field Cashier.

(3) The Field Cashier will deposit all such amounts in his bank account, taking note of the rates of exchange used by the bank in converting Sterling, Canadian, American and other currencies into local currency.

CHAPTER IV

THE first of the things which I have observed in the course of my travels is the great number of the people who are engaged in the cultivation of the soil. It is a common sight to see the fields of the countrymen, and the villages of the peasants, and the towns of the merchants, all engaged in the same occupation. The people of the country are the most industrious and the most honest, and the most virtuous of the nation. They are the backbone of the state, and the foundation of the empire. They are the people who have made the country what it is, and who will make it what it is to be.

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The amount of local currency received as a result of the foregoing transaction, together with the amount of local currency included in the cash turned over by the Paymaster, will then be taken into his cash book. When this has been done, the Field Cashier will complete the register of cash effects sheets by writing, in a suitable space on the form, the following:

			Rate of Exchange	Equivalent in local currency
Total	Francs	Fr.
"	Sterling	£.....
"	Canadian	\$.....
	etc.			

The sheets will then be forwarded to the Paymaster, Canadian Troops, for transmission to the Chief Paymaster, (Overseas).

(4) Only cash effects are to be accepted by Cashiers and not valuables or other effects. The proper procedure in regard to the latter is that the units should collect and forward them to the D.A.A.G., Canadian Section, G.H.Q., 2nd Echelon.

(5) Cash effects of deceased officers and men of units stationed in the United Kingdom are to be dealt with as directed in Article 833.

Procedure for Accounting for Individual Payments to Officers

539. (1) Paymasters in the Field who make advances to officers on M.F.M.505, in accordance with the procedure laid down in Article 573 will at the end of each week make a return of the total of such chits and will obtain from the Field Cashier re-imbursement of the amount involved. These chits may be held by the Paymaster as cash, and need not necessarily be entered in his Cash Book, but care must be taken that they are cleared when the amount is large, or at least once a week.

(2) The Field Cashier will list same on Form M.F.M.506, Schedule of Officers' Chits Cashed, together with the chits which he cashed himself, showing officer's name, unit and amount, and take credit for the amount involved in his cash account. He will then prepare Advance Issue and Receipt Voucher, Form C.T. 5006 (in quadruplicate) for the amount involved. Three copies of this form, when properly signed will be forwarded to the Paymaster, Canadian Troops, together with schedule and chits. The quadruplicate copy will remain on file until the triplicate is received from the Paymaster, Canadian Troops, when the quadruplicate copy may be destroyed.

(3) The Paymaster, Canadian Troops, will check these chits and, if in order, will sign the Advance Issue and Receipt Voucher and forward the original to the Chief Paymaster, (Overseas), for transmission to the Chief Treasury Officer, (Overseas), the duplicate to be retained on file, and the triplicate returned to the Field Cashier concerned.

(4) The Paymaster, Canadian Troops, will deposit these chits to the credit of a special bank account and he will at least twice a month draw a cheque on such account payable to his main official bank account for a total of such deposits in the special account, up to a time at least 10 days prior to the date of drawing such cheque, but in any case cheques should be drawn on the special account whenever the available balance exceeds the equivalent of \$10,000. Three clear days' notice should be given of such drawings not including Sundays and holidays.

(5) The procedure laid down above will avoid the Paymaster, Canadian Troops, accounting for officers' chits with public funds.

Special Leave Cheques

540. (1) Each Field Cashier shall have a special banking account in such Canadian chartered bank or banks or banking institution or institutions as the Minister of Finance may from time to time approve, for the purpose of making payments of advances to soldiers proceeding on leave to the United Kingdom. The necessary credits for any such account shall be provided by the Chief Treasury Officer (Overseas). Cheques upon these accounts are furnished in blank in books of 100 each. These cheques are signed by the Field Cashier and are issued to Paymasters as required. Paymaster will give Field Cashiers a receipt for all cheque forms received, and account for them by means of Statement of Leave Cheques Issued, Form M.F.M. 507.

(2) All leave cheques are to be made out in whole pounds and amounts of less than a pound are not to be included. Upon issue they must be countersigned by the Paymaster. (See Article 578 for procedure respecting these payments).

(3) Statements of Leave Cheques Issued are to be made out in duplicate. They are not to be numbered by the Paymaster, but the number of the cheque issued to each man must appear at the right of his signature on the Statement of Leave Cheques Issued form.

(4) Original and duplicate copies of Statement of Leave Cheques Issued are to be forwarded to the Field Cashier on the day of payment or as soon after as practicable.

(5) Paymasters will render to the Field Cashier on the first day of each month a statement showing the numbers and denominations of all cheques issued during the month immediately preceding, together with a statement of blank cheques on hand.

(6) Upon receipt of Statements of Leave Cheques Issued, the Field Cashier will number them serially and will also note upon them in red the number of his account. He will then forward the original direct to the Chief Paymaster, (Overseas), retaining the duplicates until the end of the month to support the Paymaster's statement referred to in clause (5).

(7) The Field Cashier will render monthly to the Chief Paymaster, (Overseas), a schedule showing the amount expended on leave cheque account, the number of cheques issued and the number of cheques on hand, supported by the monthly statements from Paymasters and duplicate statements of Leave Cheques Issued.

Correspondence, Returns, etc.

541. Correspondence, returns, etc., are to be forwarded as directed by these instructions. Questions regarding pay and allowances will be dealt with in accordance with Article 526. Cashiers will not communicate direct with the Chief Paymaster, (Overseas), except in connection with matters referred to in Article 626.

War Diary to be Kept

542. (1) With reference to Section 174, Field Service Regulations Vol. I. a diary will be kept by:

- (a) Command Paymasters in the United Kingdom.
- (b) Paymaster, Canadian Troops.
- (c) Field Cashiers.

It will be compiled, in duplicate, on M.F.M. 11, and written up daily, each day's record being initialled by the officer required to keep it. G.O. 236
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(2) These documents are secret, and will contain concise and accurate information in connection with financial duties etc., in the area or formation for which the officer concerned is responsible, careful attention being given to the following points:

- (a) Summary of important orders, reports, letters or telegrams issued and received.
- (b) All important matters relating to the duties of Paymasters and divisional staff, under their respective headings.
- (c) Changes in establishment or strength or other detachment matters of note.
- (d) Visits to Headquarters and to Officers Commanding Units.
- (e) Visits to and inspection of Pay Offices.
- (f) Particulars regarding disbursement of funds, financial arrangements, etc.
- (g) Movements of unit during the past 24 hours and present disposition.
- (h) Casualties within unit.

(3) In the case of officers serving in the Field, the original copy will be signed and forwarded on the last day of each month to the Paymaster, Canadian Troops, and the latter will transmit them to the D.A.A.G., Canadian Section, G.H.Q., 2nd Echelon. Copies of all War Diaries will also be transmitted to the Chief Paymaster, (Overseas), under confidential cover.

(4) In the United Kingdom the original copy will be signed and forwarded weekly on Mondays to the Chief Paymaster, (Overseas).

Changes of Paymasters, etc.

543. (1) In cases where it may become necessary from any cause whatsoever for a Paymaster or Advance-holder to relinquish his duties, the transfer of accounts to the incoming Paymaster or Advance-holder (acting temporarily or otherwise) must be carried out as laid down in Article 619 of these instructions.

(2) When such cases occur in the Field, the change is to be reported immediately to the Paymaster, Canadian Troops, with notification of action taken in the matter, and the latter officer is to at once report the change to the Chief Paymaster (Overseas).

Transfer of Units

544. When units are transferred from a Canadian formation to some other formation where a Canadian Cashier is not available, the Field Cashier of the formation from which the unit was transferred will instruct the Paymaster, or other officer acting in that capacity, to obtain funds from a British Army Cashier or such other source as is convenient. The Canadian Field Cashier will notify the Paymaster, Canadian Troops of the action taken.

In cases where it is necessary for a Canadian Paymaster to obtain funds from a British Army Cashier, the former will prepare a requisition (in quadruplicate) on Form C.T. 5005, Certificate Advance Voucher. All copies of the voucher will be signed by the Paymaster, and the original and duplicate copies handed to the British Army Cashier in exchange for the amount of local currency stated on the voucher. The triplicate will be forwarded immediately to the Paymaster, Canadian Troops, for transmission to the Chief Paymaster, (Overseas). The quadruplicate will be retained until the end of the month, when it will be attached as a supporting voucher to the original copy of the Cash Book forwarded to the Paymaster, Canadian Troops.

Cashiers' Instructions, British Force

545. (1) Field Cashiers of the C.A.S.F., (Overseas), will be guided by the "Workers Instructions for Field Cashiers" issued by the Paymaster-in-Chief, British Expeditionary Force, and by General Routine Orders, etc., in all cases where the procedure laid down therein does not conflict with these instructions.

(2) No action, however, as regards financial questions will be taken on General Routine Orders without first referring the matter to the Paymaster, Canadian Troops.

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PART XXIV**PROCEDURE BEFORE EMBARKATION FOR THE UNITED
KINGDOM AND DURING VOYAGE**

(Articles 550-555).

- 550.** Instructions regarding accounts, etc., of Units on receiving orders to embark.
- 551.** Payments.
- 552.** Procedure—Units Proceeding Overseas.
- 553.** Instructions issued by the Chief Treasury Officer, (Canada), to all Treasury Officers, (Canada), (included in these regulations for information).
- 554.** Co-operation with Treasury Officer, (Canada).
- 555.** Drafts and Individuals Proceeding Overseas.

PART XXIV

PROCEDURE BEFORE EMBARKATION FOR THE UNITED KINGDOM AND DURING VOYAGE

Instructions Regarding Accounts, etc., of Units on Receiving Orders to Embark

550. (1) The District or Camp Paymaster is to arrange that before any unit proceeds Overseas, the entire accounts are subject to a close inspection by a representative from his office, unless an official has been especially detailed for that purpose; and a certificate to this effect is to be handed to the Paymaster of the unit concerned. A duplicate copy, together with a report of the inspection, is to be forwarded to the Paymaster-General, Department of National Defence, Ottawa, by the District or Camp Paymaster, and a triplicate copy stating the condition of the unit's account, together with a statement in duplicate as to the payment of outfit allowance to officers and warrant officers, is to be forwarded to the Chief Paymaster (Overseas), who will pass one copy to the Chief Treasury Officer (Overseas).

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(2) If there are any outstanding observations on pay accounts, they are to be adjusted before the unit leaves Canada. The District or Camp Paymaster will obtain from the Paymaster a cheque for the unexpended balance of money in his hands; i.e. the difference between the total amount received and the total amount paid out—not the bank balance, as there may be outstanding cheques. The amount refunded will be passed to the District or Camp Treasury Officer to be placed to the credit of the Receiver General of Canada.

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1945

Payments

551. (1) Units should arrange to make their last payments to officers and men a few days before sailing, and the Paymaster will ascertain from the Commanding Officer when he desires the last payment to be made. As considerable time is bound to elapse between the date of the last payment in Canada and the first payment in the United Kingdom, it will be found desirable to provide for a payment to be made on the transport.

(2) To enable this being done, the Paymaster will forward, a few days before sailing, a requisition for funds to make a payment on board the transport, which is to be limited to £1 for each individual who is to embark. The covering cheque is not to be deposited in the Paymaster's bank account, but he will arrange to cash the same at the port of embarkation. It will probably be found more convenient for the purpose of subsequent disbursement on board the transport, to arrange to take this money in one pound and ten shilling notes. To avoid any risk of loss the Paymaster must arrange to deposit the money in the Purser's safe on board ship.

G.O. 94
1942

(3) The last payment made before the unit leaves Canada can be made in even dollars so as not to delay matters.

Procedure—Units Proceeding Overseas

552. (1) The pay accounts of a unit proceeding overseas will be closed 96 hours before departure from its station. Total credits will be computed to the end of the current month with all assigned pay and other debit entries made. The accounts will then be verified with the Treasury Ledger

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DECLARATION

I, the undersigned, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the Court.

Witness my hand and seal of office at the City of New York, this 10th day of June, 1901.

CLERK OF THE COURT

CLERK OF THE COURT

DECLARATION

I, the undersigned, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the Court.

CLERK OF THE COURT

CLERK OF THE COURT

DECLARATION

I, the undersigned, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the records of the Court.

Sheets. The balances in the officers' accounts are to be endorsed on the reverse side of their M F's M 14, under the last entry thereon, and in the case of other ranks are to be entered in the soldiers' Pay Books (MBM 1, Part II). The officers' M F's M 14 and the soldiers' Pay Books are then to be made available to the District Treasury Officer, or his representative, for endorsement of the balances.

(2) A Nominal Roll of all personnel who proceed will be prepared by the Paymaster in sufficient copies to meet the requirements of District Paymaster, District Treasury Officer and Embarkation Paymaster, etc. It is very important that all possible care be taken to ensure the accurate preparation of these rolls.

(3) Individual Index Cards (MFM 14) for all ranks are to be brought up to date and taken overseas with the other documents. Officers' Signature Cards (MFM 508) are to be prepared, in triplicate, for each officer proceeding (See Article 557). A supply of M F's M 508 will be issued to the Unit Paymaster by the District Paymaster to be completed aboard the transport and handed to the Command Paymaster on arrival. The Command Paymaster will forward these Signature Cards to the Chief Paymaster (Overseas) for transmission to the Chief Treasury Officer (Overseas).

(4) The Soldiers' Pay Books (MBM 1, Part II) are not to be handed to the soldiers until the boat payment of £1, as referred to in Article 551 (2), has been made aboard the transport and recorded therein. This payment will be listed on separate acquittance rolls for officers and men.

(5) Two copies of all Part II Orders of a unit proceeding overseas issued subsequent to the closing of the pay accounts are to be handed to the Command Paymaster on arrival at destination overseas with a certificate indicating the number and date of the last Part II Order of the unit posted to the pay accounts. All casualties, etc., published in such Part II Orders must be entered in the Soldiers' Pay Books (MBM 1, Part II) and on Individual Index Cards (MFM 14) and will be given effect in the ledger sheet on receipt of same by the Chief Treasury Officer, Overseas.

(6) Where officers and men are left behind in Canada, care must be taken to forward pay documents for the individuals concerned to the paymaster of the unit or depot to which such personnel proceed or are taken on strength.

(7) When the paymaster prepares his last financial statement accounting for the money he received in Canada, he will show thereon the amount advanced for payment on board the transport, as well as the amount refunded to the District or Camp Treasury Officer before sailing. The acquittance rolls, showing such payments, together with supporting vouchers and financial statement will be forwarded as soon as possible after arrival overseas, through the Command Paymaster to the Chief Paymaster (Overseas) for transmission to the Chief Treasury Officer (Overseas).

Instructions Issued by the Chief Treasury Officer, (Canada), to all Treasury Officers, (Canada), (included in these Regulations for information) Ledger Sheets of Units Proceeding Overseas

553. (1) When information is known that a unit or draft is to proceed Overseas, the following steps will be taken.

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(2) In co-operation with the District or Command Paymaster immediate action will be initiated to have all Daily Orders of the unit or personnel of the draft given priority of action to ensure that postings to the Treasury Ledger Sheet are made daily up to date.

1. The first part of the report deals with the general situation of the country and the progress of the work during the year. It is divided into two main sections: the first section deals with the general situation of the country and the progress of the work during the year, and the second section deals with the specific work done during the year.

2. The second part of the report deals with the specific work done during the year. It is divided into three main sections: the first section deals with the work done in the field, the second section deals with the work done in the laboratory, and the third section deals with the work done in the office.

3. The third part of the report deals with the results of the work done during the year. It is divided into three main sections: the first section deals with the results of the work done in the field, the second section deals with the results of the work done in the laboratory, and the third section deals with the results of the work done in the office.

4. The fourth part of the report deals with the conclusions of the work done during the year. It is divided into three main sections: the first section deals with the conclusions of the work done in the field, the second section deals with the conclusions of the work done in the laboratory, and the third section deals with the conclusions of the work done in the office.

5. The fifth part of the report deals with the recommendations of the work done during the year. It is divided into three main sections: the first section deals with the recommendations of the work done in the field, the second section deals with the recommendations of the work done in the laboratory, and the third section deals with the recommendations of the work done in the office.

6. The sixth part of the report deals with the summary of the work done during the year. It is divided into three main sections: the first section deals with the summary of the work done in the field, the second section deals with the summary of the work done in the laboratory, and the third section deals with the summary of the work done in the office.

7. The seventh part of the report deals with the appendix. It is divided into three main sections: the first section deals with the appendix of the work done in the field, the second section deals with the appendix of the work done in the laboratory, and the third section deals with the appendix of the work done in the office.

(3) In addition to the above, steps will be taken to obtain through the regular channels Acquittance Rolls for all payments made in the current month, together with copies of Indent and Issue Rolls (MFC 512) Regimental Charges (MFD 917) and all other relevant and necessary documents. These documents should be received at least 48 hours prior to the time of departure of the unit or draft to enable proper posting to be completed.

(4) The Treasury Ledger sheets will be credited with pay and allowances for the full month, adjustments being made where necessary on account of classified rates, additional pay, pay of acting rank and allowances to date of entitlement when definitely established, and the monthly block balanced to reflect debit, credit or nil balance.

(5) The pay accounts (MFM 346) will then be compared with Treasury Ledger sheets for verification and M F's M 14 submitted for officers reflecting the state of their Pay Accounts and Pay Books (MBM 1, Part II) for other ranks for certification by the Treasury staff as to the balances posted thereto. Treasury Ledger sheets will also be certified as having been checked, in accordance with instructions issued by the Chief Treasury Officer.

(6) The Treasury Ledger sheets will then be packed in accordance with established procedure and handed over to the Unit Paymaster or Draft Conducting Officer for transmission, in accordance with direction. A receipt will be taken from the Officer in Charge for these documents.

Co-operation With Treasury Officers (Canada)

554. (1) Immediately information is received that a Unit is to move, District Paymasters should wire or telephone the Unit concerned to give priority to the transmission to District Headquarters of Daily Orders Part II, as soon as they are issued, also acquittance rolls for all cash payments made and entered in the pay accounts. If necessary these should be forwarded by special delivery from outside points and never later than the same day as issued. When received, arrangements should be made to pass one copy immediately to the Treasury Officer so that the ledger sheet may be posted to date at once.

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(2) District Paymasters will also arrange that the parcels and hand bags of ledgers referred to in the Treasury Circular are handed over to the Unit Paymaster or Officer Commanding to be taken with other Unit baggage for disposal as indicated in the letter. This may necessitate personal contact or other suitable arrangements between the District Paymaster's office and each Unit Paymaster or Officer Commanding so that these parcels of ledger sheets may be promptly handed over before the Unit leaves.

Drafts and Individuals Proceeding Overseas

555. (1) When officers or soldiers, as a draft, are proceeding overseas, the following documents must be forwarded to the District or Camp Paymaster:—

(a) Individual Pay Accounts—To be retained and disposed of in accordance with established procedure.

(b) Individual Index Cards (MFM 14)—To be handed to the Senior Officer accompanying the draft.

On arrival overseas the Senior Officer accompanying the draft will hand these documents over to the Command Paymaster or his representative.

(2) An individual officer proceeding overseas will take with him his MFM 14 and an individual soldier will take his Pay Book and MFM 14. MF's M 14 will be handed to Command Paymaster or his representative on arrival.

(3) The balance credit or debit reflected in the pay account shall, in the case of an officer, be entered on the back of his MFM 14 immediately below the last entry thereon, and in the case of a soldier shall be entered in his Service and Pay Book, (MBM 1, Part II), and shall be signed by the soldier and officer making the entry in the places provided. The Pay Book is to be handed to the soldier for his retention before he leaves his unit to proceed overseas. Particular care must be exercised that the entry of the net balance on MFM 14 and in the Pay Book shows the date following that up to which the pay account is balanced and not the date the entry is made in these documents.

(4) The £1 payment referred to in Article 551 (2) will not in these cases be paid on board the transport, but \$5.00 will be paid prior to leaving the district or camp for embarkation.

PART XXV

PAY DOCUMENTATION AND PROCEDURE IN THE
UNITED KINGDOM

(Articles 556-569)

- 556. Procedure on Arrival of Units and Drafts in the United Kingdom.
- 557. Officers' Accounts in the United Kingdom.
- 558. Disposal of Part II Orders issued en route in the United Kingdom.
- 559. Ledger Accounts—Overseas.
- 560. Requisition for Funds in the United Kingdom.
- 561. Paymasters' Bank Accounts in the United Kingdom.
- 562. Duties of Paymasters in the United Kingdom.
- 563. Muster Rolls.
- 564. Procedure before Departure from the United Kingdom of Units or Drafts Proceeding to the Field.
- 565. Retirements and Discharges in the United Kingdom.
- 566.
- 567.
- 568.
- 569.

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PART XXV

PAY DOCUMENTATION AND PROCEDURE IN THE
UNITED KINGDOM**Procedure on Arrival of Units and Drafts in the United Kingdom**

556. A Command Paymaster, having been notified by the headquarters of his Command of the arrival in his area of units or drafts from Canada will see that the following instructions are carried out:—

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- (a) A muster parade of all ranks will be held within 48 hours; muster roll to be carefully checked to ensure that all ranks are properly accounted for;
- (b) All documents relative to pay and allowances of the new arrivals will be collected;
- (c) Outstanding advances will be adjusted, if not accounted for prior to leaving Canada;
- (d) The exchange to Sterling of all Canadian currency in possession of officers and soldiers will be arranged;
- (e) All other matters in respect to pay documentation and financial arrangements are dealt with as directed by the Chief Paymaster.

Officers' Accounts in the United Kingdom

557. (1) (a) Officers' Signature Cards (MFM 508) will be prepared in Canada by the Paymaster concerned for officers who are proceeding overseas. These cards will be typed, in triplicate, showing surname first, christian names in full, rank, unit and bank in which the officer wishes to have his pay deposited. The officer concerned will then affix his usual signature in the space provided therefor.

Upon arrival at destination overseas, these cards will be handed to the Command Paymaster or his representative.

(b) If an officer does not designate a bank in which he desires his pay and allowances deposited (*see* Article 572), the amounts involved will be deposited in the London branch of such Canadian chartered bank or financial institution as the Minister may, from time to time, designate.

(c) Payments to officers in the United Kingdom will be made as provided in Article 572 of these Regulations.

(2) (a) Should an officer arrive without his MFM 14 (Individual Index Card), or if such form does not show the standing of his pay account, MFM 509 (Personal Declaration as to Last Pay) will be completed in single copy, giving full particulars, and will be signed by the officer opposite his statement and also at the lower left hand corner under his declaration. The Paymaster of the unit will sign the form and forward it to the Command Paymaster.

(b) The foregoing provisions will not apply in the case of an officer arriving in the United Kingdom on temporary duty from Canada, in possession of MFM 349 (Temporary Record of Advances).

Disposal of Part II Orders Issued en Route to the United Kingdom

558. Two copies of all Part II Orders issued by a unit subsequent to the date on which MF's M 346 (Pay Accounts) are closed out, must be handed to the Command Paymaster, or his representative, immediately upon arrival at destination in the United Kingdom, together with a certificate indicating the number and date of the last Part II Order posted to MF's M 346.

THE UNIVERSITY OF CHICAGO

THE UNIVERSITY OF CHICAGO is a private, non-sectarian, co-educational institution of higher learning. It was founded in 1837 and is one of the oldest and largest universities in the United States. The university is located in Chicago, Illinois, and is the largest university in the city. It is a member of the Association of American Universities and the Association of Research Universities. The university is known for its research and scholarship, and it is a leading center for the study of the liberal arts and sciences. The university is also known for its commitment to diversity and inclusion, and it is a leader in the field of social justice.

THE UNIVERSITY OF CHICAGO LIBRARY

The University of Chicago Library is one of the largest and most comprehensive libraries in the world. It is a member of the Association of Research Libraries and the Association of Academic Libraries. The library is known for its collection of rare books and manuscripts, and it is a leading center for the study of the history of the book. The library is also known for its commitment to digital scholarship, and it is a leader in the field of digital humanities. The library is also known for its commitment to diversity and inclusion, and it is a leader in the field of social justice. The library is a member of the Association of American Universities and the Association of Research Universities. The library is also a member of the Association of Academic Libraries and the Association of Research Libraries. The library is known for its collection of rare books and manuscripts, and it is a leading center for the study of the history of the book. The library is also known for its commitment to digital scholarship, and it is a leader in the field of digital humanities. The library is also known for its commitment to diversity and inclusion, and it is a leader in the field of social justice.

Ledger Accounts—Overseas

559. Ledger accounts for all officers and soldiers of the Force will be compiled in the office of the Chief Treasury Officer, Overseas, who, if he considers it desirable, may have such accounts kept at some other centre.

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Requisition for Funds in the United Kingdom

560. (1) Paymasters in the United Kingdom will obtain funds by requisition on the prescribed form in accordance with instructions issued from time to time by the Chief Paymaster, or his representative in the area. The amount requisitioned must be limited to actual requirements, to avoid a large unexpended balance remaining on hand at any time. Provision may be made to have a reasonable amount of cash on hand to make casual payments to men absent on regular pay days and in other instances where necessary.

(2) Funds obtained as aforesaid will be accounted for in accordance with the provisions of Articles 624 and 625 of these Regulations.

(3) Command Paymasters and Field Cashiers will keep a record of the advances made to Paymasters and will satisfy themselves that they are not in excess of the actual requirements. They will also keep a record of the amounts accounted for by the acquittance rolls when received for transmission to the Chief Paymaster. In this way they will have a record of the approximate amount of cash kept on hand at any time by a Paymaster.

Paymasters' Bank Accounts in the United Kingdom

561. (1) Except in the case of field units, it shall be compulsory for a Paymaster, or officer acting as such, to open a bank account in an approved local bank, in his name and in his official capacity as "Paymaster of..... (Unit)", when such banking facilities are available. All funds received by him for payment of personnel will be deposited therein and withdrawn as required. Such deposits must be kept separate from the Paymaster's own personal funds.

(2) When instructed or authorized to do so by the Chief Paymaster, Paymaster Canadian Troops, or Field Cashier concerned, a bank account shall be opened in an approved local bank by the Paymaster of a field unit in his official capacity as indicated in the preceding paragraph.

(3) When such an account is opened, the Chief Paymaster, Paymaster Canadian Troops, Command Paymaster or Field Cashier, as applicable, must be advised accordingly, and he will take steps to obtain the following undertaking from the bank concerned:—

"The account standing in the name of..... Paymaster of Unit is held by the bank as public funds of His Majesty's Government in Canada and the bank will at all times comply with any directions which may be given by the Chief Paymaster, the Chief Treasury Officer Overseas, the Paymaster, Canadian Troops or the Command Paymaster area, in respect of such account."

(4) The bank balances of such accounts will be verified by the Inspecting Officer when his monthly inspection is carried out.

THE UNIVERSITY OF CHICAGO
CHICAGO, ILLINOIS

TO THE HONORABLE SENATE OF THE UNIVERSITY OF CHICAGO
I have the honor to acknowledge the receipt of your letter of the 10th inst. in relation to the proposed amendment to the constitution of the University, and to inform you that the same has been referred to the Committee on the subject, and that they have the honor to report to you that they are in favor of the same.

I am, Sir, very respectfully,
Your obedient servant,
J. D. COVILLE, Secretary of the Board of Trustees.

THE UNIVERSITY OF CHICAGO
CHICAGO, ILLINOIS

Duties of Paymasters in the United Kingdom

562. (1) The pay duties of Paymasters will be as set out in these Regulations and in accordance with instructions issued from time to time by the Chief Paymaster or his representative under whom a Paymaster is serving.

(2) In addition, a Paymaster will:—

- (a) Assist the Adjutant in the preparation of regimental documents, returns, etc., if required by the Commanding Officer to perform these duties;
- (b) Have free access to regimental records in the Orderly Room and other regimental offices, for the purpose of compiling returns, etc.;
- (c) Inform all ranks that they are not to correspond direct with the Chief Paymaster or the Chief Treasury Officer, Overseas, regarding their personal pay accounts, etc.

Muster Rolls

563. Muster rolls relating to units stationed in the United Kingdom will be prepared and disposed of as provided in Article 511 of these Regulations.

Procedure before Departure from the United Kingdom of Units or Drafts Proceeding to the Field

564. The procedure set out hereunder will be followed in respect of units or drafts before departure from the United Kingdom on proceeding to the Field:—

- (a) The Paymaster of the unit will ensure that each soldier is in possession of his MBM 1, Part II (Soldier's Pay Book), and that it is up to date; also that the relevant MFM 14 (Individual Index Card), posted up to date, is available for each individual proceeding.
- (b) The advance accounts of Paymasters proceeding will be closed out.
- (c) Paymasters will be governed also by such other instructions as may be issued from time to time by the Chief Paymaster or his representative in the area.

Retirement and Discharges in the United Kingdom

565. The pay documentation and other pay arrangements relating to officers or soldiers retired or discharged in the United Kingdom will be carried out in accordance with instructions issued from time to time by the Chief Paymaster.

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PART XXVI**PAYMENT OF TROOPS—OVERSEAS**

(Articles 570-599)

- 570. Cash Payments to Soldiers.
- 571. Small Units without a Paymaster.
- 572. Payments to Officers in the United Kingdom.
- 573. System of Advances to Officers in the Field.
- 574. Issue of Pay—Officers on Leave, etc., in Canada.
- 575. Payments to Soldiers.
- 576. Cash Payments to Men in the United Kingdom.
- 577. Cash Payments to Men in the Field.
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PART XXVI

PAYMENT OF TROOPS—OVERSEAS

Cash Payments to Soldiers

570. Cash payments to soldiers are to be carried out by their Paymasters, and this duty is not to be delegated to any other officer unless under circumstances, such as illness, or absence on duty, which make it impossible for him to attend to this duty personally.

Small Units Without a Paymaster

571. In the case of Divisional Headquarters and small units which are not provided with a Paymaster, it will be the duty of the Cashier of a Division, etc., in which such units are serving, to make arrangements for the payment of soldiers, either by paying the units himself, or detailing one of his Paymasters for the duty, or, if not available, arranging for an officer to be detailed to act as Paymaster. The Paymaster, Canadian Troops, will arrange for payment of units not serving with a Division. In the United Kingdom the Command Paymaster will make necessary arrangements.

Payments to Officers in the United Kingdom

572. (1) On arrival in the United Kingdom, if officers so desire, they may receive in cash their net monthly entitlement up to the end of the then current month, after which payments will be made only as provided hereunder.

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(2) The amount of pay and allowances due to an officer, converted to Sterling at the official rate of exchange, will be deposited monthly in arrear to the credit of his account in the Canadian chartered bank or other approved financial institution designated by him. (*See also Articles 557 and 559*).

(3) While serving in the United Kingdom, Field Cashiers and Paymasters may cash officers' cheques drawn on their pay bank accounts as follows:—

(a) *Officers of Field rank and above:*

Up to the amount of their unencumbered monthly pay and allowances;

(b) *Officers below Field rank:*

Not exceeding £5 at any one time and not exceeding £15 in any one month.

Sufficient time must be allowed to elapse for a cheque to be cleared before another one is cashed for an officer.

(4) A Paymaster operating a bank account as provided in Article 561 will deposit cheques cashed in his account without delay. A Paymaster not operating a bank account will dispose of cheques cashed to the Formation Field Cashier without delay, and the Field Cashier will deposit same in his bank account as soon as possible.

(5) In a theatre of operations the procedure set out in Article 573 of these Regulations will apply.

(6) Cheques drawn by an officer on any bank or agent other than that in which his pay is deposited by the Chief Treasury Officer, Overseas, will not be cashed.

(7) On no account is an officer to anticipate the deposit of his monthly pay and allowances in his bank account before the end of the month. Monthly deposits are not available to be drawn upon before the last day of the month.

(8) In order to provide evidence, if required, at any court martial subsequently held concerning the drawing of any such cheques, a permanent record will be kept of all officers' cheques cashed under the authority of paragraph (3) above. The attention of all officers presenting cheques to be cashed should be directed to the following certificate which covers the privilege granted them in obtaining funds as provided herein and which must be signed by each officer before a cheque is cashed: "I request that you will cash the undermentioned cheque for me. I have an account at the bank on which the cheque is drawn. I have made certain by enquiries, by checking my bank balance, and after taking into consideration all cheques previously issued by me and any deductions to be made from my pay or my account at the bank, that I have sufficient funds to meet this cheque.

I understand that you are relying on the above representations for cashing my cheque.

I acknowledge receipt of the amount of cash shown opposite my signature."

(9) Whenever it is reported that an officer has issued a worthless cheque, headquarters will consider the advisability of withdrawing that officer's banking privileges. If headquarters directs that such privileges are to be withdrawn, the officer in question will thereafter be paid by means of a pay book in the same manner as a soldier, and the Chief Treasury Officer Overseas will be instructed through the usual channels, that no further pay and allowances are to be deposited to the officer's Pay bank account until further orders.

System of Advances to Officers in the Field

573. (1) Advances of cash to officers in the Field by Field Cashiers and Paymasters are authorized under the following conditions:—

- (a) Not more than three advances may be drawn in one calendar month by officers below General rank and each advance may not exceed the amounts indicated in the following scale:—

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 - (i) Lieutenants, equivalent of £6; Captains, equivalent of £8; Majors, equivalent of £10; Lieutenant-Colonels, equivalent of £12; Colonels, equivalent of £14; Brigadiers, equivalent of £16.

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 - (ii) Officers above the rank of Brigadier may draw any number of advances subject only to the provisions of sub-paragraph (b).
- (b) The total amount of such advances made in one month shall not exceed the amount of the officer's unassigned monthly pay and allowances.
- (c) Not more than one advance may be drawn in one day.

(2) Advances will be made on Form M.F.M.505, and the instructions printed on the cover of that book are always to be observed.

A book containing twenty-five Advance Forms with counterfoils will be issued to each officer by Field Cashiers and Paymasters. These books are numbered consecutively and all receipt forms therein bear the same number as the book itself.

(3) In the event of an officer becoming a casualty, the advance book—M.F.M.505, will be disposed of as follows:—

- (a) On transfer from the Field, he will forward it to the Chief Paymaster (Overseas);

(b) If wounded, and found in the officer's kit, the book should be despatched sealed up in the kit;

(c) In the event of an officer's decease, the book should be forwarded with the cash effects to the Field Cashier, or to the Paymaster, Canadian Troops;

(d) Whenever an Officer is placed under arrest the Commanding Officer will, without delay, send the officer's Advance Book, M.F.M.505, to the Paymaster of his unit, who will forward it to the Field Cashier concerned or to the Paymaster, Canadian Troops. It will only be re-issued to the officer on a certificate signed by the Commanding Officer that the officer has been released from arrest, or if he has been brought to trial by Court Martial, that he has been acquitted or sentenced to a lesser punishment than "Dismissal".

(4) If a book is lost, a report is to be made at once to the Field Cashier concerned. A new book will not be issued in these cases until 21 days have elapsed, and only on application through the Commanding Officer, who will state the circumstances which necessitate the replacement.

(5) Officers who have exhausted their books, can obtain a replacement from their Paymaster, Field Cashier, or Paymaster, Canadian Troops, on production of the counterfoils of the original books. The officer issuing the new books will enter, on the first counterfoil, the dates of any advances received during the current month. The counterfoils will then be handed back to the officer receiving the new book. No officer is to be in possession of two unused or partly used Advance Books.

(6) Form M.F.M.505 is not a cheque and is not negotiable; it may not be given to a tradesman in payment of a bill, nor to a bank to obtain cash.

(7) In the case of officers serving at Bases, etc., if no Canadian Paymaster is available, money can be obtained in the same manner from British Cashiers.

(8) These advances when made by Field Cashiers or Paymasters are to be accounted for and dealt with as directed in Article 539.

Issue of Pay—Officers on Leave, etc., in Canada

574. (1) The pay accounts of officers proceeding to Canada on leave or duty will normally be transferred accordingly. G.O. 82
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(2) Where such accounts are transferred, they will be re-opened and operated by the Paymaster of an appropriate establishment during the period these officers remain in Canada.

(3) At the time these officers are returning to the United Kingdom their pay accounts will be re-transferred to that country and each officer will take with him necessary pay documents as enumerated in Article 555 (2) of these Regulations.

(4) While in Canada on leave, officers will receive subsistence allowance under the provisions of Article 794 of these Regulations.

(5) While in Canada on duty, officers will receive travelling allowances at the prevailing Canadian rates from date of arrival in Canada.

Payments to Soldiers

575. (1) After troops leave Canada, pay will only be issued at such times as the Commanding Officer may consider necessary and desirable, and this should not be oftener than once a fortnight. (See Article 579.)

(2) When any payment is made, the actual cash paid, in whatever currency it may be, is to be at once entered in the individual's Service and Pay Book together with the number of the Acquittance Roll on which the man signs for the amount, and these entries signed by the Paymaster who makes the payment. At the same time, all payments made are to be entered on an Acquittance Roll, in the currency in which the amounts are paid, which is to be signed by each individual in duplicate, using carbon sheets. Separate Acquittance Rolls must be used for the men of different units, and they must all be numbered in series, sheet by sheet, in top right-hand corner.

(3) In the United Kingdom, before forwarding Acquittance Rolls to the Command Paymaster, Paymasters will convert the sterling amounts paid to each man into Canadian currency at the official rate of exchange, as advised; and in the Field, Paymasters will convert the amounts paid to each man shown in local currency into Canadian currency at the official rate of exchange, as advised. Paymasters in both the United Kingdom and in the Field are supplied with tables showing the equivalents in Canadian currency of the payments made in sterling or in local currency, and Paymasters will be advised, by the Chief Paymaster, (Overseas), of the official rate of exchange. (See Article 584 (1) and (2).)

(4) In the United Kingdom, as soon as possible after making any payments, the Paymaster will list all Acquittance Rolls on Form C.T. 5009 Settlement Voucher, and will forward this voucher together with the original Acquittance Rolls as supporting vouchers, direct to the Command Paymaster, or to the Chief Paymaster, (Overseas), in the case of units obtaining funds direct from this latter official. Before forwarding the settlement voucher, however, the Paymaster will enter the total amount of the settlement voucher in his cash book with inclusive numbers: e.g., A.Rs. 928-971—£2,000.

(5) (a) In the Field, the same procedure will be followed except that they will be forwarded direct to the Chief Paymaster, (Overseas), for transmission to the Chief Treasury Officer, (Overseas).

(b) In case of payments to soldiers belonging to other British Empire Forces, they must be shown on separate Acquittance Rolls and separate Settlement Vouchers also prepared. (See Article 583 (2).)

(6) In the Field, as well as in the United Kingdom, the Paymaster will retain the duplicate Acquittance Roll until the end of the month, when it is to be forwarded with the monthly Cash Book to the Field Cashier for transmission to Chief Paymaster, (Overseas), through the usual channels.

(7) It is important that each Acquittance Roll bears the correct serial number. At the commencement of the Financial Year (April 1st) a new series of numbers will be started with No. 1, and numbered consecutively thereafter.

(8) Men proceeding on leave from an area in the United Kingdom must be paid by their Paymaster before leaving their unit. Advances of pay will only be made to such men by the Chief Paymaster (Overseas) in very exceptional circumstances, and if it is necessary for the men to be paid by the Chief Paymaster (Overseas), he must be provided with an explanatory letter from his Paymaster stating the reason why payment could not be made before the man left his unit.

(9) Payments to men in the Field proceeding on leave to the United Kingdom are dealt with under Article 578.

Cash Payments to Men in the United Kingdom

576. (1) Payments in the United Kingdom are made to soldiers in multiples of 10/-, approximately on the 15th and last day of the month. If it is considered that the condition of the account of the soldier warrants an advance of approximately \$5.00, the soldier should receive £1 and larger and smaller advances are correspondingly computed on the basis of 4/- to the dollar. This forms a convenient method of calculation for the Paymaster.

(2) The actual amount paid in Sterling, and the equivalent in Canadian currency at the official rate of exchange, are to be entered on the acquittance roll and in the pay book of the soldier.

Cash Payments to Men in the Field

577. (1) Cash payments to soldiers in the Field are issued in limited amounts in accordance with instructions published in Routine Orders from time to time.

(2) Payments in the Field are made in local currency, and the actual amount in such currency and the equivalent in Canadian currency at the official rate of exchange, are to be entered on the acquittance roll and in the pay book of the soldier.

Payments to Men Proceeding on Leave to the United Kingdom

578. (1) Soldiers proceeding on leave to the United Kingdom are to be given an advance of pay in cash not exceeding the equivalent of \$10.00 in local currency. These cash advances will be shown on a separate acquittance roll.

(2) The further amount the soldier is to draw will be given to him in the form of a cheque drawn in sterling in even pounds up to the amount of his available free credit balance on such Canadian chartered bank or banks or financial institution or institutions as the Minister of Finance may designate from time to time.

Paymasters will be responsible that the amounts paid by cheque are entered in the pay books and that the men's balances warrant the amount drawn, bearing in mind that in the case of men who have not assigned at least \$20.00 per month, provision must be made for deferred pay from their credit balance. (See Article 540 as to the procedure to be followed in connection with these cheques).

(3) The above system is authorized with the object—(a) of saving soldiers the loss they incur when changing local currency into sterling on arrival in the United Kingdom; and—(b) of saving soldiers the inconvenience of having to go to the office of the Chief Paymaster (Overseas), for money.

(4) It is most important that each man should receive a CASH ADVANCE of the equivalent of \$10.00 in local currency, to ensure his arriving in the United Kingdom with sufficient money in hand, until he can get his cheque cashed.

Pay Parades

579. Payments to men will normally be made on the 15th and the last day of each month, or on the day previous in the event of those dates falling on a Sunday.

Paymaster will arrange convenient times for payment satisfactory to the Commanding Officer.

Procedure on Pay Days (using Acquittance Rolls)

580. (1) On pay days an Acquittance Roll, M.F.M.515, for each unit should be previously prepared in duplicate, using carbon paper, showing clearly the regimental numbers, ranks, names in alphabetical order, regardless of rank, and the amount each man is entitled to receive. The officer who pays out the money should personally sign opposite the amount entered in the man's pay book, and also make sure in every case that the man signs the Acquittance Roll, in duplicate (carbon copies). Rubber signature stamps are not to be used. At the end of the pay day, if any man has not presented himself for his pay, his name is to be ruled out.

(2) The Officer Commanding the Company, etc., is to be present when pay is issued to his men, and he is to initial the Acquittance Roll, which will be considered as a certificate that he has witnessed the payments and that he certifies as to the total amount paid. He should be careful to see that names of any men not present for payment are ruled out before he initials the Roll.

Pay Books—Loss of

581. (1) No payments are to be made to a soldier unless he produces his MBM 1, Part II (Soldier's Pay Book). If the soldier has lost his pay book, a new one may be issued to him by the Paymaster, the date of such issue being shown on the appropriate page of the pay book, but it must be understood that no pay can be issued for any period prior to the date of issue shown in the new book until the balance of his account at the date of issue of the new book has been ascertained from the Chief Paymaster. In all cases, care will be taken to ensure that a suitable note is placed on the first page on which credits and cash issues are recorded, which will clearly state the monthly total of cash issues which may be made to the soldier after taking into account any forfeitures, etc., to which the soldier has been subject.

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(2) Pay Books will be retained in the possession of soldiers at all times except when required by Paymasters for the purpose of making entries.

Issues of Pay Based on Pay Book

582. The amount which may be paid to a soldier must not exceed his credit balance at any time, as shown in his Service and Pay Book, M.B.M.1.

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF PHYSICS
CHICAGO, ILLINOIS 60637

January 11, 1961

DR. J. J. THOMAS, JR.
PHYSICS DEPARTMENT
UNIVERSITY OF CALIFORNIA
SAN DIEGO, CALIF. 92161

Dear Dr. Thomas:

I have just received your letter of January 10, 1961, regarding the possibility of a visit to the University of Chicago. I am very interested in your work and would be glad to have you visit our department. I am sure that you would find our facilities and people very helpful. I am sure that you would find our facilities and people very helpful. I am sure that you would find our facilities and people very helpful.

I am sure that you would find our facilities and people very helpful. I am sure that you would find our facilities and people very helpful. I am sure that you would find our facilities and people very helpful. I am sure that you would find our facilities and people very helpful.

Sincerely,
J. J. Thomson

I am sure that you would find our facilities and people very helpful. I am sure that you would find our facilities and people very helpful. I am sure that you would find our facilities and people very helpful. I am sure that you would find our facilities and people very helpful.

I am sure that you would find our facilities and people very helpful. I am sure that you would find our facilities and people very helpful. I am sure that you would find our facilities and people very helpful. I am sure that you would find our facilities and people very helpful.

Yours very truly,
J. J. Thomson

I am sure that you would find our facilities and people very helpful. I am sure that you would find our facilities and people very helpful. I am sure that you would find our facilities and people very helpful. I am sure that you would find our facilities and people very helpful.

Payments to Men away from own Unit

583. (1) In the event of a soldier being detached, or away from his own unit, and requiring pay, it may, if due, be issued by any Cashier or Paymaster, provided the individual produces his Service and Pay Book, and the Cashier or Paymaster is satisfied as to the man's identity.

(2) Care must be taken to show such payment on a separate acquittance roll specifying the name, etc., of the unit to which the man belongs. If payments are made to British soldiers or men of other British Empire Forces, the same principle is to be followed; men belonging to different units must all be shown on separate rolls and the words "Recoverable from British, Australian, New Zealand, etc., Government Funds," as the case may be, written across the face of the rolls. Original acquittance rolls for payments to personnel of British Empire Forces will be forwarded direct to the Chief Paymaster, (Overseas), in the usual manner.

(3) It is most important when paying men under the above circumstances, who are not personally known by the Paymaster, etc., that he should be careful to compare the man's signature on the acquittance roll with his signature in his Service and Pay Book, and also that the unit to which the man states he belongs corresponds with that shown in his pay book, and that this is correctly shown in full detail, together with name of unit to which he may be attached, on the acquittance roll.

(4) Cases may occur where men may endeavour to use pay books belonging to other individuals to obtain money fraudulently, or of men giving particulars of units other than those to which they actually belong. If advances were made in any of such instances it would subsequently be impossible to identify the men when claiming refunds from British, etc., funds. It is, therefore, important that the soldier's regimental number and the unit to which he is attached, as well as his own unit, should be stated correctly on the acquittance rolls.

Rate of Exchange in the Field

584. (1) The official rate of exchange for local currency will be advised to all Paymasters, and all transactions will be adjusted at this rate for the period in which they occur.

(2) The amounts shown on acquittance rolls will be converted into Canadian currency at the official rate of exchange for the month in which payment is made. Tables will be furnished by the Chief Paymaster, (Overseas), for the purpose of making these conversions. (See Article 575 (3)).

Summary

585. The following is a summary of the foregoing instructions for the Cashier or Paymaster, when issuing pay to a man:

- (a) To enter personally the amount in the individual's pay book, together with the acquittance roll number.
- (b) Attest the entry by his signature. If he is not the Paymaster of the man's unit, he will add his own appointment. Facsimile signature stamps will not be allowed.
- (c) Enter on an acquittance roll the man's number, rank and name, and the amount of the cash payment.
- (d) Obtain the individual's receipt on the roll, and rule out any names if payment is not made, and also see that the Company Commander or other officer witnessing payments initials the rolls.

- (e) Give the acquittance roll a serial number, and total, sign and date it. Fresh series of numbers to commence on 1st April in each year.
- (f) List the acquittance rolls on settlement voucher which should be totalled, dated, and signed by Paymaster. Enter this total in cash book showing serial numbers of acquittance rolls of which the recapitulation consists.
- (g) Forward Settlement Voucher together with original acquittance rolls to the Chief Paymaster, (Overseas), or in the United Kingdom to Command Paymaster, retaining the duplicate until the end of the month, when it is to be forwarded with the monthly cash account and duplicate copies of acquittance rolls.
- (h) Payments to men of other units C.A.S.F. (Overseas), or of British Army and other forces, must be entered on a separate acquittance roll for each unit, marking the name of the unit clearly at the head of the roll and specifying across the roll the funds from which to be recovered; these acquittance rolls being dealt with as in Article 533.

Service and Pay Books—Generally

536. (1) Each soldier will be issued with an MBM 1, Part II (Soldier's Pay Book) before leaving Canada, which should be in his possession on arrival in the United Kingdom. If a soldier loses his pay book before arriving at his destination in the United Kingdom, a new pay book will be issued to him in accordance with the procedure set out in Article 581 of these Regulations.

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(2) Facsimile signature stamps must not be used in pay books.

(3) MB's M 1, Part II (Soldiers' Pay Books) will be maintained overseas in accordance with instructions issued from time to time by the Chief Paymaster.

Pay Books of Soldiers in Hospital

537. Pay books are to be retained by soldiers admitted to hospital. If a soldier advises that his pay book was taken from him on admission to hospital, the matter should be reported to the Chief Paymaster (Overseas), for necessary action.

Disposal of Pay Book on Appointment to Commission

538. (1) Pay books of soldiers who are appointed to commissioned rank must be sent immediately to the Chief Paymaster (Overseas), in order that their accounts as officers may be opened without delay. Commanding Officers will take the necessary steps to ensure that these instructions are carried out.

(2) It will be noted that accounts cannot be opened for officers appointed from the ranks until a Joining Certificate, M.F.M.530, is received by the Chief Paymaster (Overseas), from the Officer Commanding the unit (See Article 678).

Forwarding Pay Books to Chief Paymaster (Overseas)

539. When a package of Service and Pay Books is sent to the Chief Paymaster (Overseas), for any reason whatsoever, a copy of the covering letter must accompany it, giving instructions as to disposal of pay books and the urgency of the situation.

Cash Payments—Canadian Soldiers in Hospital

590. (1) Advances of pay to Canadian soldiers who are patients in Canadian hospitals will be made by the hospital paymaster. The amounts to be advanced will not exceed £2 in any one month, and payments may be made at the discretion of the officer in charge of the hospital.

(2) Advances of pay to personnel during their convalescent period whether in hospital or other centre will be restricted to the amount set out in paragraph (1) of this Article provided that in special circumstances the officer in charge of the hospital or other centre may authorize such personnel to receive normal issues of pay and allowances.

(3) Advances of pay to Canadian soldiers in British hospitals will be made by the British hospital authorities, under conditions as laid down in Army Council Instructions from time to time.

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Cash Payments to Personnel of British Empire Forces in Canadian Hospitals

591. (1) Payments to patients in Canadian hospitals who belong to British Empire Forces will be made in accordance with Army Council Instructions on the subject.

(2) In such cases any advances of pay will be made out on separate acquittance rolls for the Force to which the man belongs.

(3) Full information will be given on each Roll as to the soldier's initials, regimental number, regiment and unit, in order to facilitate the accounting and claims to be made, and notation is to be written on the roll "Recoverable from British, Australian or New Zealand Government, etc.," as the case may be. In these cases credit will be taken in the ordinary way by Paymaster or officer in charge of hospital, and the acquittance rolls forwarded to the Command Paymaster, who will pass these to the Chief Paymaster, (Overseas).

Remittances—Canadian Patients in British Hospitals

592. Canadian soldiers while patients in British hospitals desirous of making a family remittance must forward their applications through the Medical Officer in charge. In these cases, however, the application need not pass through a Central Hospital, but may be countersigned by the Officer, or other responsible person, in charge of the hospital in which the patient is under treatment. The amount of this remittance should be entered in the soldier's pay book in the currency for which the remittance is requested. The application will then be transmitted direct to the Chief Paymaster, (Overseas). The countersigning officer will satisfy himself, as far as possible, that the application is a genuine family remittance, and not for payment of money which the payee will transmit to the patient.

Remittances—Officers

593. Officers desiring to remit money to individuals elsewhere than in Canada must make their own arrangements. For remittances to Canada Form M.F.M.519 will be used. Full instructions as to procedure are given on the reverse side of this form.

Remittances While in the Field

594. Soldiers serving in the Field wishing to remit money to any person will be permitted to do so through the Paymaster of their unit. All such remittances will be made by charging the amount against the man in his pay book, and paymasters are prohibited from receiving cash to be remitted. The amount of the remittance must consequently be limited to such an amount as will not result in a debit balance arising. The Paymaster must satisfy himself, as far as possible, that the remittance is actually intended for the benefit of the person to whom it is to be sent, as these facilities for sending money are liable to be abused by men remitting to people for the purpose of having funds sent back to them, thus defeating the regulations as to the issue of limited payments in the Field.

Remittances—Procedure to be Carried Out

595. (1) Any man wishing to make a remittance will apply to his Paymaster, and will be required to sign an Application for Remittance, Form M.F.M.518, (in duplicate) giving the name and full postal address of the person to whom the remittance is to be sent. The amount of each remittance is to be entered on the roll in the currency of the country where it is to be paid; i.e. remittances to persons residing in the United Kingdom will be shown in sterling; those to Canada in dollars and cents. The Paymaster must enter the amount in the man's pay book, the same as a cash payment, and mark the same "Remittance". The amount forwarded by the Chief Treasury Officer, (Overseas), will be the same amount as shown on the application form; if in dollars and cents, the same amount will be charged in the soldier's account and if in sterling, the amount charged in his account will be the exact equivalent in dollars and cents at the official rate of exchange.

(2) Applications for Remittance are to be numbered serially in top right-hand corner, care being taken that the proper sequence of numbers is followed. At the commencement of each financial year (April 1st) a new series of numbers will be started beginning with No. 1, and numbered consecutively thereafter. The original and duplicate copies of Form M.F.M.518 will be forwarded direct to the Chief Paymaster, (Overseas).

Postal Orders

596. (1) Soldiers wishing to send money to the United Kingdom can purchase Postal Orders at any Field Post Office free of commission. The sending of local currency through the post is prohibited. Cheap transmission of money to the United Kingdom is thus possible without having recourse to a remittance through the Paymaster.

(2) Postal Orders received by soldiers should be cashed at Army and Field Post Offices. They are not legal tender and should on no account be offered at shops or elsewhere in lieu of money.

(3) Field Cashiers or Paymasters are not required to cash Postal Notes or Orders.

Issue of Pay, Soldiers on Leave or Duty, in Canada

597. (1) When soldiers proceed to Canada on leave or duty, their pay accounts will be transferred accordingly and the following pay documents will be made available to accompany such soldiers when they embark:

M.F.M. 14—Index Card.

M.B.M. 1—Part II—Soldier's Pay Book.

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1942

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1945

On arrival in Canada, the pay accounts of such soldiers will be re-opened and operated by the Paymaster of an appropriate establishment during the period these soldiers remain in Canada on leave or duty.

(2) At the time these soldiers are returning to the United Kingdom, their pay accounts will be transferred to that country and each soldier will take with him necessary pay documents as enumerated in Article 555 (2) of these regulations, which documents will be prepared in accordance with that Article.

(3) While in Canada they will receive subsistence allowance under the provisions of Article 794, if on duty they will receive travelling allowance at prevailing Canadian rates from date of arrival in Canada.

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THE HISTORY OF THE UNITED STATES

The history of the United States is a story of growth and development. It begins with the first settlers who came to the continent, and it ends with the present day. The story is one of struggle and triumph, of hardship and success. It is a story that has shaped the nation and the world.

The first settlers came to the continent in search of a new home. They found a land of opportunity, but also a land of challenge. They had to learn to survive in a new environment, and they had to learn to work together. They built a new society, and they created a new way of life.

The story of the United States is a story of progress. It is a story of the people who have made the nation what it is today. It is a story of the people who have fought for freedom and justice, and who have built a nation that is a beacon of hope for the world.

CHAPTER I

The first chapter of the history of the United States is the story of the early settlers. It is a story of the people who came to the continent in search of a new home. They found a land of opportunity, but also a land of challenge. They had to learn to survive in a new environment, and they had to learn to work together.

The early settlers were the first to build a new society, and they created a new way of life. They were the first to fight for freedom and justice, and they were the first to build a nation that is a beacon of hope for the world.

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PART XXVII

SUPPLY OF FUNDS—OVERSEAS

(Articles 600-614)

- 600. Arrangement for the Supply of Cash.
- 601. Paymaster, Canadian Troops, to distribute cash.
- 602. Supplies to Cashiers.
- 603. Funds for Paymasters.
- 604. Limited Requisition to avoid Loss.
- 605. Safe Custody of Public Funds.
- 606. Requisitions when Cashier of Force is not available.
- 607. Public Money to be kept Separate.
- 608. Imprest Accounts—The United Kingdom.
- 609. Accountable Advances—In the Field.
- 609A. Operational Imprest Accounts—in the Field.
- 610. Exchange of English Money.
- 611. Cheques—Forwarding of by Mail.
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- 614.

PART XXVII

SUPPLY OF FUNDS—OVERSEAS

Arrangement for the Supply of Cash

600. (1) The Paymaster, Canadian Troops, and Cashiers in the Field, will obtain funds under arrangements to be made by the Chief Treasury Officer (Overseas). In the absence of instructions to the contrary, the Paymaster, Canadian Troops, will obtain funds from the Chief Cashier (British Army) who is under the control of the Paymaster-in-Chief appointed by the War Office.

(2) Command Paymasters, etc., in the United Kingdom will requisition for funds from the Chief Paymaster (Overseas).

Paymaster, Canadian Troops, to Distribute Cash

601. The Paymaster, Canadian Troops, will arrange for the supply of funds to the Cashiers of Divisions, etc., on receipt of requisitions for cash from those officers, and will take such steps as may be necessary to ensure the safe custody of public money.

Supplies to Cashiers

602. A Cashier of Division, etc., will be supplied with funds by the Paymaster, Canadian Troops, on requisition for the purpose of making advances to Paymasters and Advance Holders.

Funds for Paymasters

603. Paymasters will obtain any cash required for the cashing of officers' chits, payment of men, etc., by requisition on the Cashier of the Division, etc., in which their units are serving.

Limited Requisition to Avoid Loss

604. To avoid loss of money in case of capture by the enemy, accident or other circumstance, all Accountant Officers are to limit their requisitions to the amount it is anticipated may reasonably be required, and, in the case of Paymasters, requisitions should be limited strictly to actual requirements for immediate cashing of officers' chits, payment of the men, etc., and it is intended that only a small amount of cash is to be kept on hand.

Safe Custody of Public Funds

605. (1) Paymasters and all other Accountant Officers are at all times responsible for the safe custody of public funds in their possession. For troops in hutments in the United Kingdom a safe will be provided upon requisition in the usual way on the Barrack Officer. Safes are not issuable to troops under canvas, but a heavy tin cash box will be provided. Immediately a Paymaster takes over a new appointment he will ascertain if he is provided with a safe. If such is the case, he will then place the duplicate keys of the safe in a sealed envelope and deposit them in a local bank to be withdrawn only on the joint order of the Command Paymaster and the Paymaster concerned. Soldiers in any pay office must not be in possession of duplicate keys of a safe, neither are they permitted to handle public funds, as the sole responsibility therefor lies with the Paymaster.

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(2) Whenever possible, when troops occupy hutments, the office allotted to the Paymaster should be walled off from other offices. The Paymaster must so arrange the duties of his staff that the office will at all times be guarded.

(3) As it is not feasible to supply Paymasters in the Field with any form of safe, they must take proper steps to ensure the safety of public money in their possession, and for this purpose it is advisable that they should provide themselves with facilities for keeping public money on their person day and night. The Paymaster will be held responsible for any loss of money occurring through his failure to provide suitable and effective protection of funds, or in consequence of having an unnecessarily excessive amount in his possession.

(4) Field Cashiers and other Officers in charge of Public Funds at Bases, etc., must take necessary steps to obtain safes and as far as practicable will comply with Clause (1).

Requisitions When Cashier of Force is Not Available

606. In the case of detached units requiring cash and being unable to communicate with the Paymaster, Canadian Troops, or a Cashier of the Canadian Force, by reason of the distance or other local conditions preventing the unit from obtaining money in the usual way, the Paymaster will forward his requisition for cash to the nearest Field Cashier of the British Army, who will be empowered to supply the necessary funds. In such cases the Paymaster, Canadian Troops, is to be informed immediately of the circumstances, the amount so obtained, and the name of officer from whom cash was received.

Public Money to be Kept Separate

607. (1) All public money in the hands of Cashiers and Paymasters is to be kept separate and distinct from private or other funds, and under no circumstances are they to be merged into one account.

(2) Paymasters are not to take charge of Regimental Funds, Canteen Funds, Mess Funds, or any other funds except those authorized by these regulations.

Imprest Accounts—In the United Kingdom

608. Imprest Accounts will be dealt with in the following manner:—

(1) Imprest Accounts must be used solely for the purpose for which they were sanctioned.

(2) An Imprest Account approved for postage must be accounted for in duplicate on M.F.M.520. Surcharges on account of postage may be included on this form, but no other incidental or other expenses are to be shown.

(3) Imprest Accounts for Hospitals and Hospital Ships will be issued by the Chief Treasury Officer (Overseas), on the approval of the Senior Officer Medical Services, it being understood that no expenditure is to be made from these funds on account of Ordnance Stores or Travelling Expenses.

(4) Advances on account of Travelling Expenses will in special cases be issued by the Chief Treasury Officer (Overseas), on the approval of the Commanding or other officer concerned, and all vouchers accounting for these funds will be submitted for the approval of the Senior Officer, Supplies and Transport.

(5) At the end of each month the officer holding the Imprest should make up a claim in duplicate on Form M.F.M.521 for the amount expended and forward together with supporting vouchers to the Head of the Branch authorizing the advance. A cheque will be forwarded to the Imprest Holder by the Chief Treasury Officer (Overseas), on presentation of the claim, or claims, properly certified.

(6) When a change of Imprest Holder occurs, the officer giving up charge on the account will forward a final closing out statement of his account to the Head of the Branch concerned, together with a refund of any balance of cash remaining on hand. The new Imprest Holder authorized to operate the account will then apply to the Head of his Branch for the necessary funds to open an account.

(7) Imprest Accounts found at any time to be unnecessary should be closed and accounted for as outlined in Para. (6) hereof.

Accountable Advances—In the Field

609. Canadian Officers in the Field who have been duly authorized to have accountable advances for the purchase of supplies other than those obtained from Military Stores will be governed by the following instructions. All regulations governing the purchase of supplies are issued from time to time through General Routine Orders.

(1) **CONTROL OF ACCOUNTS.**—As these accounts are audited by the Chief Treasury Officer (Overseas), it is essential that the instructions contained herein be strictly adhered to.

(2) **RENDERING OF ACCOUNTS.**—Settlement Vouchers, Form C.T.5009, must be compiled in duplicate at the close of each month, supported by vouchers also in duplicate. These are to be forwarded to the Paymaster, Canadian Troops, through the Field Cashier, if the holder is attached to a Canadian Division; otherwise direct, in time to be received by the former officer not later than the 4th of each month, and if no expenditure has been made, a "NIL" return must be rendered. The Paymaster, Canadian Troops, will transmit these returns direct to the Chief Treasury Officer, (Overseas), for audit.

(3) **SPECIFICATION OF ITEMS IN ENGLISH.**—In order to facilitate checking, particulars of the purchases must be recorded in English on the monthly returns. Where vouchers are made out in a Foreign language, the English translation will in all cases be endorsed on the reverse side.

(4) **VOUCHER FORMS.**—Voucher Forms (in books) have been issued, and a supply should be obtained either from a Canadian Field Cashier, or, if the Advance Holder is detached from a Canadian Division, from the Paymaster, Canadian Troops, at the Overseas Base. These books enable three copies of each voucher being made; two consecutive leaves being perforated and the third stationary; two vouchers can therefore, be detached to accompany the monthly return while the third remains for purposes of record. The accounts of the firms from whom the supplies are purchased, will be attached, in duplicate, duly receipted, to the original and duplicate voucher forms respectively, and certified by the Advance Holder. In cases of small firms, farmers, etc., who have no regular account forms, the receipted voucher forms will suffice. Great care must be taken, however, that the ORIGINAL bills are always forwarded.

(5) **CLAIMS FOR DAMAGES.**—Claims for damages must be referred to the Divisional Claims Officer who is appointed for that purpose.

(6) **TRAVELLING EXPENSES.**—Claims on account of travelling expenses are not to be included in the statement, but are to be forwarded to the Paymaster, Canadian Troops, for consideration and payment, if found correct.

(7) **CERTIFICATES REQUIRED.**—

(a) *Engineer Accounts* must be accompanied by a certificate to the effect that all purchases over the equivalent of \$50.00 were reported to the C.R.E., Canadian Division.

(b) *Charges for Gas and Electric Lighting* must bear the meter readings, which must be certified to the effect that the "Meter read correctly".

(c) *Civilian Labour*—Form A.F.O. 1603A must be used in making payments on account of civilian labour, and full particulars are required thereon. This form, in duplicate, will be the supporting voucher to the entry in the monthly statement. No other form will be accepted in this connection. Payments must also be supported by a certificate to the effect that the "rates are fair and reasonable, and are the rates prevalent in the locality".

(8) **APPROVAL REQUIRED.**—

(a) *Ordnance Accounts* must bear approval of Senior Ordnance Officer, on any purchase over the equivalent of \$25.00.

(b) Accounts for any articles which are Ordnance or Stationery issues, must bear the approval of their respective services.

(c) Accounts for Spare Parts, Windshield Glass, Repairs, etc., for Mechanical Transport, must bear the approval of the Senior Officer, Supplies and Transport.

(d) Accounts for Glass for windows must bear the approval of the C.R.E., Canadian Division.

(e) Accounts for articles purchased in the United Kingdom must bear the approval of the Head of the Branch concerned at Canadian Military Headquarters in Great Britain, or an officer of his staff.

(f) Accounts for gas and electric lighting must bear the approval of the Town Major or the Camp Commandant.

(9) **RETURN OF SUPPLIES.**—When Army Service Corps Supplies (fuel, forage or food) are purchased, Army Form W.3313 "Return of Supplies" must be carefully compiled in duplicate at the end of each week, these being forwarded to the Senior Supply Officer for certification. At the close of each month the Advance-holder will prepare a Settlement Voucher, Form C.T. 5009, which is to be submitted in duplicate, together with supporting vouchers, also in duplicate, and the approved original copy of Army Form W.3313, to the Paymaster, Canadian Troops, as outlined in Article 609 (2).

(10) **AGREEMENTS AND CONTRACTS.**—When agreements are entered into, it is always necessary to forward a copy of the contract with the voucher supporting the first payment.

(11) **CHANGES OF ADVANCE HOLDERS.**—When a change of Advance holder occurs, the outgoing holder will submit a final statement of his account, and refund the balance of cash on hand to the Field Cashier if the Unit is attached to a Canadian Division; otherwise to the Paymaster, Canadian Troops.

The new Advance holder, when authorized, will draw such advances as required submitting his returns at the end of the month, from the date the account was actually taken over by him.

(12) **UNNECESSARY BALANCE.**—Advance holders are warned against holding unnecessary balances on hand, and requisition for cash should be limited to actual requirements.

(13) **PAYMASTER.**—Paymasters are not allowed to hold Advance Accounts for supplies, etc., and are not permitted to have anything to do with them whatsoever.

Operational Imprest Accounts—in the Field

609A. (1) In certain types of campaign, e.g., forest, bush or jungle warfare, or fighting in remote and unorganized or uncivilized countries immediate settlement in cash by unit or sub-unit commanders for supplies, stores and services, voluntarily given, such as provision of shelter, labour, guides, information, or acts calculated to mislead or hinder the enemy, may have important operational advantages and in such circumstances a formation commander or head of service may authorize the issue of "operational" imprest accounts to unit commanders for this purpose when it is considered likely to assist or is justified by, the operational situation. Authorization of such payments will rarely be justifiable in civilized countries.

G.O. 339
1943

(2) This "operational" imprest account must not be combined with other imprest accounts, nor must cash advances to officers or cash payments to other ranks on account of pay or other emoluments be made from it, nor should it be used for settlement of claims for damage, injuries, or hiring of accommodation. The greatest care must be taken to avoid double payments and to ensure that any payment goes to the person rightfully entitled.

(3) All disbursements of cash from the imprest account will be authorized by the O.C. unit who may, however, delegate maintenance of the account to another officer not already responsible for a normal imprest account.

(4) An officer who has been duly authorized to hold an operational imprest account may obtain advances from the Paymaster Canadian Troops, a Field Cashier, or a Unit Paymaster, whichever is the most convenient.

(5) (a) A receipt for moneys expended from an operational imprest account will be obtained on Voucher Form (C.F.A. 85) wherever possible. Other forms of receipts will be accepted if Voucher Forms are not available.

(b) If it is not practicable to obtain a receipt as provided in the preceding sub-paragraph, the Voucher Form will be prepared showing such information as is possible, and, in the space provided for "Received Payment" will be entered "Not obtainable", and the officer making the payment will append his signature on the voucher.

(6) Settlement Voucher (C.T. 5009) will be prepared in triplicate at the close of each month, when practicable, and forwarded to the formation Field Cashier, supported by the original and duplicate Voucher Forms or other receipts.

Exchange of English Money

610. (1) The Field Force Canteens, Divisional, Brigade and Regimental Canteens, Recreation Rooms, Soldiers' Rooms, and other authorized Institutions, will give the official rate of exchange for English Currency tendered by soldiers. The official rate is fixed monthly.

G.O. 190
1940.

(2) Any money exchanged in this way by institutes will be purchased at the official rate by any Field Cashier, "who will also purchase from them at a rate which will be notified to him from time to time any Canadian currency such institutes have acquired from soldiers".

Cheques—Forwarding of by Mail

611. When cheques are sent through the mail, they are to be sent under registered cover and accompanied by a covering letter.

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PART XXVIII**INSTRUCTIONS REGARDING PAYMASTERS**

(Articles 615-630)

- 615.** Appointments.
- 616.** Restriction as to the Use of Public Money.
- 617.** Disqualification owing to Pecuniary Difficulties.
- 618.** Unfitness for Duty.
- 619.** Procedure regarding Paymasters' Postings and Transfers in or from Commands—(Overseas):
 - 1. Postings and Transfers within Commands.
 - 2. Postings or Transfers from one Command to another.
- 620.** Disposal of Surplus Paymasters.
- 621.** Appointments of Paymasters in the Field.
- 622.** Transfer of Duties.
- 623.** Knowledge of Regulations.
- 624.** Cash Books and Accounts.
- 625.** Cash Book to be balanced Monthly.
- 626.** Correspondence, etc.
- 627.** Leave—Overseas.
- 628.** Extra Duties—Paymasters in the Field.
- 629.**
- 630.**

PART XXVIII

INSTRUCTIONS REGARDING PAYMASTERS

Appointments

615. Officers appointed as Paymasters will be under the general control and direction of the Chief Paymaster (Overseas), as regards their departmental duties, but this does not relieve the Commanding Officer of his responsibility that the Paymaster performs his duties in a proper manner. Paymasters are not to be detailed for other duties or removed from their appointments without sanction of the G.O.C., or Senior Officer of Troops having first been obtained, under the provisions of Articles 524 and 628.

Restrictions as to the Use of Public Money

616. Paymasters shall not directly or indirectly derive any pecuniary advantage from their position beyond the authorized pay and allowances of their rank or appointment. They are not to apply public money to any service not authorized by the regulations, or other recognized authority, and they are not to lend or exchange any sum for which they are accountable.

Disqualification Owing to Pecuniary Difficulties

617. Should a Paymaster at any time become involved in pecuniary difficulties he may be suspended from duty either by his Commanding Officer, or on representations to headquarters through the Command Paymaster or Field Cashier.

Unfitness for Duty

618. Should any other circumstances affecting the probity or fitness of a Paymaster or other officer in charge of public funds come to the notice of a Command Paymaster or Field Cashier, etc., it will be the duty of such officers to make enquiries, and, if necessary, to report particulars of the case to the G.O.C. or Senior Officer of Canadian Troops in the Area or Command, who will take such action as he considers desirable, suspending the officer from duty, if necessary, and informing the Chief Paymaster, (Overseas), and the Chief Treasury Officer, (Overseas).

Procedure Regarding Paymasters' Postings and Transfers in or from Commands—Overseas

(1) Postings and Transfers Within Commands

619. When it is desired to detail a Paymaster for special duties or to effect a transfer within a Command, the necessary instructions accordingly will be sent through the Adjutant-General's Branch to the Command Headquarters. The Command Paymaster will interview the Officers Commanding the Units concerned and arrange for the transfer to be carried out. He will also arrange for the necessary insertion in Routine Orders of the effective date of transfer, and will notify the Chief Paymaster, (Overseas), when this has been done.

Transfers of accounts will be carried out in accordance with Article 622. One copy of handing over statement will be forwarded to the Chief Paymaster, (Overseas), for transmission to the Chief Treasury Officer, (Overseas), for his information.

(2) Postings or Transfers from One Command to Another

Instructions will be sent through the Adjutant-General's Branch to the respective Command Headquarters concerned. The respective Command Paymasters will interview the Officers Commanding and will arrange for a suitable date from which the posting or transfer is to take effect. Arrangements will then be made between the respective Command Headquarters for the Officers to proceed to take up their duties, and handing over statement will be forwarded and necessary insertion made in Routine Orders giving the effective dates from which the officers take over their respective duties. When this has been done, the Command Paymaster will notify the Chief Paymaster, (Overseas), forwarding copies of handing over statements.

Disposal of Surplus Paymasters

620. If a Paymaster becomes surplus to establishment, his case will be submitted by the Command Paymaster to the Chief Paymaster, (Overseas), who will make arrangements regarding his disposal. No Paymaster will be returned to Canada for disposal by the Adjutant-General until a clearance certificate has been issued to him by the Command Paymaster, this clearance certificate having been obtained from the Chief Paymaster, (Overseas), same having been verified by the Chief Treasury Officer, (Overseas).

Appointments of Paymasters in the Field

621. In the event of a vacancy for a Paymaster occurring in a unit, the Officer Commanding will arrange with the Field Cashier to detail a suitable officer to perform the duties temporarily until another Paymaster can be appointed. The Field Cashier will at once communicate the circumstances to the Paymaster, Canadian Troops, so that this latter officer can arrange with the Chief Paymaster for a Paymaster to be detailed to fill the vacancy thus created, and also submit necessary demand for reinforcement to the D.A.A.G., Canadian Section, G.H.Q., 2nd Echelon.

Transfer of Duties

622. If a Paymaster dies, becomes incapacitated, or is relieved from his appointment for any cause whatever, the nearest Command Paymaster, or Cashier, will attend to witness the transfer of the Paymaster's accounts and cash to the officer taking over the duties of Paymaster, and these officers will sign a certificate stating what accounts have been transferred to the incoming Paymaster, whether they are in a satisfactory condition, and also as to the amount of cash transferred, and whether the same agrees with the balance shown in the Cash Book. If possible, this certificate is also to be signed by the outgoing Paymaster. When the certificate is complete, it is to be forwarded by the Command Paymaster, or Cashier witnessing transfer of accounts, together with copy of monthly cash account up to date of transfer and any other vouchers in support

of the account, to the Chief Paymaster, (Overseas), for transmission to the Chief Treasury Officer, (Overseas); in the case of units in the Field, through the Paymaster, Canadian Troops.

Knowledge of Regulations

623. (1) Paymasters and other officers entrusted with public funds must make themselves thoroughly acquainted with these regulations, and any other instructions issued from time to time in regard to their duties.

(2) Advice and assistance in regard to pay and allowances and accounts can be obtained at all times from the Command Paymaster or Field Cashier; consequently ignorance of regulations will not under any circumstances be accepted as an excuse.

Cash Books and Accounts

624. (1) A Paymaster is to keep in a cash book, M.F.M. 501, a daily record of his cash receipts and payments. All public funds received by him are to be duly accounted for therein, and each receipt or payment must be entered at the time it occurs. As regards advances of pay to men, or a number of payments on Acquittance Roll, it will be sufficient to enter in the Cash Book the total amount of the Acquittance Rolls paid on any one day; e.g. Acquittance Roll Nos. 8 to 12. A Paymaster is to balance his cash each day.

(2) All cash entries are to be recorded in the currency in which received or disbursed; viz. sterling in the United Kingdom, etc.

(3) When a bank account is opened, the columns headed "Cash" and "Bank" will be used and entries made in appropriate columns, so that at any time the actual balance of cash in hand, and the balance at the bank, can be ascertained.

Cash Book to be Balanced Monthly

625. The Cash Book, M.F.M. 501, is to be balanced monthly, and the original copy thereof is to be forwarded accompanied by supporting duplicate vouchers, to the Command Paymaster for transmission to the Chief Paymaster, (Overseas); and in the Field, to the Cashier of the Division in which the Unit is serving, for transmission, through the Paymaster, Canadian Troops, to the Chief Paymaster, (Overseas).

Correspondence, etc.

626. (1) Paymasters will send their correspondence, etc., in matters pertaining to pay, allowances, accounts, and financial matters generally, direct to the Command Paymaster or Field Cashier of the Division, etc., as the case may be, and, when necessary, these officers will transmit the same, with any necessary remarks, to the Chief Paymaster, (Overseas), or in the case of units serving in the Field, to the Paymaster, Canadian Troops, who will, in turn, forward it, if necessary, to the Chief Paymaster, (Overseas).

(2) To avoid unnecessary correspondence in the case of Paymasters serving Overseas, exception is, however, made in regard to returns and correspondence dealing with the following questions:—

(a) Assigned Pay of officers and men.

(b) Dependents Allowance of officers and men.

- (c) Regular pay and allowances of officers.
- (d) Statements of accounts, soldiers.
- (e) Service and Pay Books.
- (f) Remittances.
- (g) Register of Cash Effects.

(3) On these questions only, Paymasters will communicate direct with the Chief Paymaster, (Overseas), as these matters are dealt with only in the latter office, but it is to be understood that no correspondence, etc., on other questions is to be sent direct to the Chief Paymaster, (Overseas).

Leave—Overseas

627. A Paymaster entitled to leave of absence will submit his application to the Officer Commanding his Unit, and the latter, if he concurs, will forward the application to the Field Cashier for approval by Divisional Headquarters. In the United Kingdom the application will be submitted to the Command Paymaster for approval by Command Headquarters. Advice as to the action taken will be sent, in due course, by the Field Cashier or Command Paymaster, to the Paymaster, Canadian Troops, or the Chief Paymaster, (Overseas), as the case may be. It is to be distinctly understood that a Paymaster is not to be granted leave unless the Officer Commanding has satisfied himself that proper arrangements have been made for the performance of the Paymaster's duties while he is absent.

Extra Duties—Paymasters in the Field

628. (1) It is fully recognized that in the Field there is not sufficient accountant work to keep Paymasters fully employed, especially in the smaller units; consequently it is the duty of an officer serving as Paymaster to assist the Officer Commanding in any way that officer wishes to make use of his services, with the exception that they are not expected to perform combatant duties.

(2) The Paymaster will, therefore, if necessary, act as Assistant to the Adjutant in certain "A" Branch administrative matters; i.e. he will be responsible:—

- (a) For the custody and maintenance of the Regimental Nominal Roll.
- (b) For the receipt and custody of Part II Orders issued from the D.A.A.G., Canadian Section, G.H.Q., 2nd Echelon. These are the only authoritative Part II Orders; no others should be published by units.
- (c) That the Regimental Nominal Roll is corrected to date from Part II Orders, as they are received. No correction to the Regimental Nominal Roll should be made from any other source.
- (d) For the maintenance of two working copies of the Regimental Nominal Roll, one for himself and one for the Commanding Officer. These are to be corrected up to date as casualties occur, in the following manner:—
 - (i) On going into the fighting line the Commanding Officer will take his working copy of the Nominal Roll with him, and make alterations on it as soon as possible after casualties occur. The Commanding Officer will send a list

of all such casualties, and consequent alterations to the working copy Nominal Roll to the Paymaster at night by the ration party.

- (ii) The Paymaster will enter these and also such changes, etc., as occur amongst the personnel not in the fighting line, which come to his notice, on his working copy Nominal Roll.
- (iii) The Paymaster will then report all such casualties and alterations daily to the Base by D.R.L.S.
- (iv) When the battalion comes out of the fighting line the Commanding Officer will order a muster parade to be held, at which the Paymaster will verify the alterations on both working copies as made by the O.C. and himself, and insert any additional casualties not yet entered and then report them to the D.A.A.G., Canadian Section, G.H.Q., 2nd Echelon.
- (e) That Divisional Headquarters are promptly notified (giving name in full) of all officers arriving as reinforcements and the total number of other ranks.
- (f) That the Nominal Roll of reinforcements checked by him is delivered to the Adjutant.
- (g) That all letters addressed to officers and soldiers, who have become casualties, are returned to the Postal Authorities, correctly endorsed with the reason for non-delivery, and signed by him.
- (h) That the Field Postal Authorities are notified of all changes in the Nominal Roll.

(3) Paymasters H.Q. are to be at their respective first line transport (in the case of Artillery, with Brigade Headquarters). All reinforcements and men returning from hospital or elsewhere are to be directed to the Paymaster. Nominal Roll of reinforcement will be checked by him and handed to the Adjutant. Each man is to be handed an identity slip and instructed to join his Company after medical inspection. No Company Officer is to accept a man who has not registered at the Paymaster's office.

(4) Owing to the difficulty of holding muster parades, Commanding Officers will cause Battery or Company Commanders, Officers in charge Working Parties, etc., to be notified of forthcoming parades.

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PART XXIX

SUPPLIES, STORES, ETC., ACCOUNTING REGARDING
PURCHASES AND SALES

(Articles 631-664)

- 631. Supplies—Purchase of.
- 632. Conditions Governing Purchases, etc.
- 633. Accounts—Rendering of.
- 634. Exceptional Purchases.
- 635. Purchase of Supplies in the Field.
- 636. Instructions for Requisitioning in the Field.
- 637. Stationery Supplies.
- 638. Sale of Stores and Issues on Payment.
- 639. Sale by Auction.
- 640. Casting of Horses.
- 641. Cast Horses to be Sold by Auction.
- 642. Hides and Carcasses.
- 643. Collection of Cash Debit Vouchers by Command Paymasters.
- 644. Stores—Hospitals (not otherwise provided for in these regulations).
- 645. Issue of Ordnance Stores on Repayment.
- 646. Barrack Damages and Deficiencies in Barrack Stores and Equipment on Charge from Officer i/c Barracks.
- 647. Collection and Payment.
- 648. Regimental Charges.
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PART XXIX

SUPPLIES, STORES, ETC., ACCOUNTING REGARDING
PURCHASES AND SALES

Supplies—Purchase of

631. (1) No contracts will be made except upon a requisition signed and approved by the Head of the Branch of the C.A.S.F. (Overseas), concerned, who will be responsible for shapes, sizes, quantities, and qualities.

(2) Such requisitions will state the articles and materials needed, the quantity and description thereof, the time and place of delivery, or the nature of the service to be contracted for.

(3) No requisition will be submitted except for purposes which are within the authority of the Head of the Branch of the C.A.S.F. (Overseas) to approve.

Conditions Governing Purchases, etc.

632. Officers paying or certifying bills should be careful to see that the necessary conditions prior to payment are fulfilled, that the officer making a purchase is authorized to do so, that the prices are in accordance with contract or other approved scale, and that approved establishments and rates of hired labour are not exceeded. The name of the vendor should always be given, and a certificate inserted showing the store account in which the articles are brought on charge; or, if they have not been brought on charge, the reason for the omission and the purpose for which they were used. If claims for supplies are not covered by contract, a certificate must be given that the prices are fair and just. In the case of payment for work performed, the officer in charge of the Branch concerned must certify that such work has been duly and properly performed.

Accounts—Rendering Of

633. (1) Accounts for all public expenditures incurred are to be rendered promptly. Commanding Officers of Commands will see that accounts for all expenditures incurred in their Command are forwarded for payment the following month, and will take the necessary steps to prevent accounts remaining unpaid for any extended period.

(2) All invoices and accounts will be certified to by the officer responsible for the receipt and distributions of commodities as follows:—

“Date..... Station.....

I hereby certify that the articles specified in this account have been received in good condition, or, that the service specified has been properly performed.

The articles received have been disposed of as follows:—

(a) Taken on charge by Certificate Receipt Voucher No. _____
in my ledger account for the month of _____.

or

(b) Issued direct to Works or Vehicles.”

(3) Invoices, after certification as outlined above, will be forwarded without delay to the Head of the Branch concerned at Headquarters, and after being certified as to price by him will in turn be forwarded to the Chief Treasury Officer (Overseas). The following form of certificate will be used:—

“I hereby certify that the prices charged in this account are according to contract, as approved on Schedule No. _____, Con-

tract No. ———. (If not authorized by contract) the prices are fair and just. No item in this account has previously been certified by me. I recommend this account for payment.”

(4) Where services have been rendered through one branch of the Service to another, e.g. Barrack Services to a Hospital; the accounts, after certification as above outlined, will be passed to the Officer i/c such Sub-Branch for his certification.

(5) All Commanding Officers and Officer i/c Services and Branches concerned will be held responsible that all outstanding accounts against units and branches are collected and forwarded for payment with the least possible delay.

Exceptional Purchases

634. If animals, supplies or stores are purchased by other than a duly authorized officer of the Service or Branch concerned, or if purchases of an exceptional nature are made, a statement of the authority and the necessity for the transaction must be attached to the bills.

Purchase of Supplies in the Field

635. (1) Except in exceptional cases, purchase of R.A.S.C. Supplies must be made only by Requisitioning Officers through their own Advance Account if payment is made, but usually settlement is made by Requisitioning Notes (see Article 636); but if, in some emergency, R.A.S.C. Supplies have to be purchased by units, and payments therefor made by their Paymaster or by the Field Cashier, a return of such payments up to and including the 7th, 14th, 21st and last day of each month, is to be forwarded on Army Form W. 3313 (in duplicate), and marked with the title of the Paying Officer's Account. Both copies of this Form are to be sent for endorsement to the Requisitioning Officer of the Formation to which the unit is attached, one being subsequently returned to the Paymaster or other Officer who made the payment, to accompany the Settlement Voucher forwarded to the Field Cashier or Paymaster, Canadian Troops, as the case may be, as outlined in Article 609 (9). The other copy is retained by the Requisitioning Officer for despatch to the Senior Supply Officer of the Army concerned.

(2) In this connection it is pointed out that grazing is an R.A.S.C. service, and must be reported on Army Form W. 3313.

Instructions for Requisitioning in the Field

636. (1) Purchases and requisitions for current requirements will, as a rule, be made under Divisional arrangements by an officer of the Administrative Service concerned; but in cases of emergency, when this course is impossible, purchases or requisitions may be carried out by the Officer Commanding Troops, the circumstances being reported without delay to the Formation to which the Purchasing Officer belongs, and any payments will be reported weekly as directed in Article 635.

(2) It should be clearly understood that supplies, stores, materials, etc., required for the Force can only be obtained in one of two ways, viz:—

- (a) By agreement with the owner when payment will be made by the officer concerned and no written acknowledgment is given.
- (b) By Requisition Note (Army Form F-780) when no payment will be made by the officer concerned, but, in lieu of payment, a Requisition Receipt Note (A.B.361) will be handed to the person supplying the goods, etc. This note will be signed on the spot and at the time by the Requisitioning Officer.

(3) The Requisition Note (A.F.F.780) will be strictly confined to case 2 (b) and in no case will this Note be redeemed except through the Central Requisition Office.

When once the Requisition Note has been signed, the officer must not make any payment for the goods entered on it.

(4) Officers will be guided by Sections 177 and 178, Field Service Regulations Vol. I, and General Routine Orders issued by the Commander-in-Chief in the Field.

(5) As a general rule, Requisitioning Officers and any other Officer authorized by Divisional Headquarters to purchase supplies or stores will obtain advances from the Paymaster, Canadian Troops, but if this is not practicable, funds will be supplied by a Field Cashier. The Field Cashier will take steps to ensure that such officers are properly instructed as to the method of keeping and rendering accounts.

(6) If any special supplies are required to be obtained from His Majesty's Government in the United Kingdom, authority must be obtained from Canadian Military Headquarters in Great Britain, before any purchase can be made. Indents for such supplies will be forwarded through the usual channels to Divisional Headquarters for approval.

Stationery Supplies

637. Indents for stationery supplies, after approval by the headquarters of the command or area, or in the case of units in London by the Head of the Branch concerned, will be forwarded to the D.Q.M.G., Canadian Military Headquarters in Great Britain.

Sale of Stores and Issues on Payment

638. The material particulars of sales of stores, supplies, animals, etc., and of issues of stores and supplies on payment, will be furnished by the responsible officers to the Cashier of the Division, etc., the Paymaster, Canadian Troops, or the Chief Paymaster (Overseas), who will take steps to secure prompt payment of the money due to the public, and debit the amount in his cash account. Care will be taken to obtain prepayment of the value of all issues, unless repayment is expressly sanctioned by Regulations (i.e. recovery through accounts).

Sale by Auction

639. (1) When authority has been granted by the Minister for property belonging to the Canadian Government to be sold by auction a copy of this authority must be passed to the Chief Treasury Officer (Overseas). The gross proceeds of the sale are to be immediately transferred by the officer in charge of the sale to the Chief Treasury Officer (Overseas), to be deposited to the credit of the Receiver General of Canada. In no case will the auctioneer's fees be deducted from proceeds of sale. Statement of sale, in duplicate, will then be prepared and signed by the Auctioneer and the officer attending the sale, and forwarded together with the Auctioneer's account and other accounts for expenses, to the officer ordering the sale.

(2) After these statements are duly certified as correct, they will be forwarded to the Chief Treasury Officer (Overseas), for settlement of the account.

(3) In order to comply with the above instructions, an agreement is to be made with the Auctioneer and signed by him, before the sale takes place, that he will not deduct any commission or expenses, etc., but will carry out the requirements of the above clause.

Casting of Horses

640. The rules laid down in K.R. (Can.) as to the casting of horses are adopted in respect of all horses and mules, the property of the Canadian Government, which may be considered unfit for further service.

Cast Horses to be Sold by Auction

641. When authority has been received for the casting of horses in the United Kingdom, their sale will be carried out by public auction, in the manner prescribed in the Regulations for the Allowances of the Army, and the statement referred to in Article 639 above having been duly certified, will be forwarded to the officer ordering the sale, for approval before transmission to the Chief Treasury Officer (Overseas), for settlement of the account.

Hides and Carcasses

642. The Officer Commanding the unit is hereby authorized to dispose of the hides and carcasses of all dead animals formerly on charge to his unit. The proceeds received from such sale will be paid over by him to the Command Paymaster, who will take such amounts on charge in his advance account. Statement of the sale must be certified by the Commanding Officer that the price received was the fair market value, which statement will be passed to the Command Paymaster with the proceeds of the sale.

Returnable Containers

643. Returnable containers will be charged against a Unit at the time of issue and credit notes will be given for all containers returned in good condition. Such containers will be accounted for in the Unit's ledger accounts. The cost of any containers outstanding on a change of command or when a Unit leaves a command will be recovered from the Unit by an Accounts Recoverable Voucher.

G.O. 21
1940.

Stores—Hospitals (not provided for in regulations or equipment tables)

644. Indents submitted by officers commanding hospitals for stores for patients not included in regulations or equipment tables, will be submitted to the Senior Medical Officer who will comment as to the necessity for supply, and indicate whether issues should be free or the value thereof recovered. All stores supplied to Canadian Red Cross hospitals will be issued on repayment as a charge against the Canadian Red Cross Society, and claims for the value of the stores so issued will be forwarded monthly direct to the Chief Treasury Officer, (Overseas), together with supporting vouchers in order that the monies due may be collected from the Canadian Red Cross Society and credited to the public.

G.O. 163
1940.

Issue of Ordnance Stores on Repayment

645. (1) All issues of Ordnance Stores on Repayment to a soldier will be accounted for on M.F.M. 513. This form will be prepared in triplicate, and signature of man receiving the issue taken on each sheet; three copies will then be forwarded to the Paymaster to enter in the man's pay book, and initial the three sheets, forwarding the original to the Command Paymaster, for transmission through the usual channels to the Chief Treasury Officer, (Overseas), and returning the other copies

to the Quartermaster. At the end of the month the Quartermaster will prepare a summary of all forms used during the month, and will attach the duplicate copies of M.F.M. 513, (retaining the third copy), in support of his ledger entries, and forward them to the Senior Ordnance Officer of the Area, who, after checking, will transmit them to the Chief Treasury Officer, (Overseas).

(2) Particular attention should be paid to the numbering of M.F.M. 513. The numbers should be consecutive and run from month to month, the Quartermaster being held responsible for the numbering of the forms. On no account must the companies deal with these forms.

(3) In certain cases where the Paymaster of the unit finds that a man has been transferred, he should send the original M.F.M. 513 direct to the Command Paymaster and forward a certified copy of the form, together with a memo., to the Paymaster of the man's new unit, who will charge the amount in the pay book of the man and return the form to the Paymaster from whom received. On no account must a Paymaster send the original to any person other than the Command Paymaster of the Area or Chief Paymaster, (Overseas).

(4) It is to be noted that issues on repayment are a final charge against that portion of a man's credit balance available for cash issues; consequently, in making advances, Paymasters must reduce, when necessary, the cash issues of soldiers by amounts equivalent to the value of any ordnance issues on repayment, in order to avoid any encroachment on deferred pay, and to discourage any attempt at trafficking in ordnance issues.

(5) Issues on repayment should be made only to replace an article deficient in the authorized kit of the soldier. The cause of the deficiency should be ascertained, and, in case of loss through neglect, disciplinary action should be taken. Purchases of extra articles of clothing, necessities, or equipment on repayment are not to be allowed.

Barrack Damages and Deficiencies in Barrack Stores and Equipment on Charge From Officer i/c Barracks

646. The principles to be followed in dealing with charges for barrack damages, deficiencies in barrack stores, damages to buildings and fixtures and accounting for these, are laid down in K.R. for the Army and K.R. (Can.), and the following instructions are published for the guidance of all concerned:—

(1) All articles on charge from the Officer i/c Barracks will be inspected by the C.O. of the Unit, or his representative, during the first week of each month. Articles found damaged or deficient will be charged against the Unit on A.F.P.1956. Great care must be taken to ensure that the inspection is a most accurate one.

(2) On receipt of the Debit Voucher (A.F.P.1956), in duplicate, the necessary amounts only will be assessed on individuals or shared among the troops in accordance with the provisions of K.R. (Can.). If it is found necessary to assess certain amounts before the voucher is received, current vocabulary rates can be ascertained from the Command Barrack Officer or his representative.

(3) One copy of all Debit Vouchers must be returned signed within eight days of receipt, to the Command Barrack Officer. No appeal will lie unless made within the period stated.

(4) Paras. (2) and (3) will apply also to marching out inspections or periodical inspections by the Officer i/c Barracks. The usual monthly inspection will be unnecessary in any month in which such periodical or marching out inspections take place. G.O. 21
1940.

(5) Commanding Officers are not entitled to appeal against charges for barrack damages on the grounds of failure to notify a date for marching out inspections, absence of an authorized representative, etc.

(6) Indents will be submitted for all articles found deficient at monthly or periodical inspection.

(7) If it is not practicable to hold a monthly inspection of Barrack Equipment in Hospitals and Convalescent Homes, an inspection of all equipment on charge must be carried out by the Commanding Officer or his representative, at least once every three months.

Collection and Payment

647. The Commanding Officer of the Unit, including Hospitals, etc., is responsible for the recovery of the amounts assessed against his unit, on receipt of the covering debit vouchers, and the following procedure will be carried out for the collection of the amounts due:—

(a) The Commanding Officer will furnish the Paymaster of the Unit or Hospital, etc., with a certified list of the individual charges against soldiers. The entry of individual assessments in Part II Daily Orders of a Unit will be used as a check on the amounts collected. The Paymaster will then prepare an Acquittance Roll in triplicate, for the men charged with damages, etc., showing the amounts against each individual, and obtain each man's signature in support of the charge, thereby treating it the same as a cash payment and entering it in the man's pay book. The Paymaster will then draw a cheque for the total amount of the Acquittance Roll, payable to the Commanding Officer for credit of the "Barrack Damage Account", and hand it over to that officer with a copy of the Acquittance Roll.

(b) The Commanding Officer will deposit such cheques and any cash collections for amounts due from officers for damages, etc., in a separate "Barrack Damage Account", at a bank, at the same time filing away the copy of the Acquittance Roll with the Regimental Records for future reference.

(c) The Commanding Officer is responsible that the amounts due from his unit are remitted promptly to the Chief Treasury Officer (Overseas), together with copy of A.F.B. 1923.

Regimental Charges

648. Recognized subscriptions of a voluntary nature for such regimental purposes as sports, tailors, shoemakers, barber shops and laundry may be collected from the individuals concerned through the Regimental Charge Sheet (M.F.M. 514).

G.O. 236
1943

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PART XXX

PAY AND ALLOWANCES—GENERAL REGULATIONS

(Articles 665-704)

Special Rates of Pay, Staff, etc.

- 665. When Issued.
- 666. Rates Governed by Appointment.
- 667. Allowances Included in Rates.
- 668. Cessation of Special Rates.
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- 670. Issue to Officers Acting.
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- 676. Emoluments—Overpayments of.
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PART XXX

PAY AND ALLOWANCES—GENERAL REGULATIONS

Special Rates of Pay, Staff, etc., When Issued

665. The pay and allowances of an officer appointed to the Staff, or to an appointment for which a special rate of pay and allowances is provided, shall commence from the date of appointment as shown in Routine Orders, unless appointed in an acting capacity as prescribed in Article 670. Pay for an appointment shall not be issued to more than one officer for the same period in respect of the same appointment except in the case of an officer who is permitted to draw the pay of his appointment while in hospital, or for periods of leave, etc., as prescribed in Article 668, or when another officer is serving in an acting capacity under the provisions of Article 670.

Rates Governed by Appointment

666. The pay and allowances (except dependents allowance) of an officer appointed to the staff, or to an appointment for which a special rate of pay and allowances is provided, shall be governed by the classification of the appointment and not by the rank of the officer, but dependents allowance shall be paid according to the officer's rank, provided, however, that an officer holding such an appointment may, if more beneficial for him, be paid at the rate of pay and allowances prescribed for the temporary substantive rank held by him in the Force. G.O. 156
1940.

Allowances Included in Rates

667. A special rate of pay and allowances shall be in full of all claims for pay or money allowance in lieu of quarters, rations, fuel and light, except:—

(a) Subsistence allowance of \$3 per diem if an officer is authorized to provide himself with quarters, rations, fuel and light (*see* Article 794 (2));

(b) Dependents allowance in the case of officers whose dependents are eligible therefor, or authorized allowances if applicable in the case of an officer of the Permanent Active Militia;

(c) Travelling allowances at prescribed rates when an officer is actually travelling on duty away from his station, subject to deduction of subsistence allowance after fourteen days when travelling allowance is claimed beyond that period.

Cessation of Special Rates

668. (1) A special rate of pay and allowances shall only be issued during the period an officer is performing the duties of his appointment, except that, under the following circumstances, such pay may be continued for the periods herein defined, after which an officer will revert to regimental rates of pay and allowances of his temporary substantive rank:—

(a) If absent on ordinary leave—

For a period not exceeding 30 days;

(b) If absent on duty, in hospital, or absent on account of sickness for any cause other than alcoholism or an offence under the Army Act—

For a period not exceeding 90 days from date of ceasing duties of appointment;

(c) If absent on sick leave—

For a period not exceeding 90 days from date of ceasing duties of appointment and including any time in hospital or absence on account of sickness under (b) above.

G.O. 26

1944

669.

Issue to Officers Acting

670. An officer performing the duties of an appointment for which a special rate of pay and allowances is provided, in an acting capacity, whether as substitute for a regularly appointed officer or otherwise, shall, if he performs the duties of such appointment for more than thirty consecutive days, be entitled to receive the special rate of pay and allowances of the appointment for the 31st and subsequent consecutive days during which he continues to perform the duties of such appointment.

Immediately it becomes necessary to employ an officer in an acting capacity in an appointment for which a special rate of pay is provided, and before such officer may be credited with the pay thereof, the Officer Commanding the formation concerned must submit a recommendation with full particulars for approval of Headquarters. On receipt of necessary authority an appropriate entry will be made in Unit Part II Orders and the amount involved credited to the account of the officer concerned. (Effective 1st May, 1942.)

G.O. 194

1942

Pay on Transfer

671. An officer in receipt of a special rate of pay and allowances, if transferred to another appointment, whether in the same grade or not, shall cease to draw the rate provided for his former appointment, and shall be paid at the rate provided for the new appointment, or at such a rate as the Minister may determine for such new appointment.

Regimental Pay

672. The regimental or ordinary pay of an officer on appointment, or on promotion, shall commence from the date of his commission or promotion respectively, as promulgated in Routine Orders, but no pay shall be issuable to an officer on first appointment until he actually joins his regiment or corps.

G.O. 65

1940.

Prisoner of War—Officers

673. (1) When officers become prisoners of war their accounts will continue to be credited with pay and allowances to which they may be entitled, and assignments of pay and dependents allowance will also continue.

(2) An officer in receipt of a special rate of pay and allowances who becomes a prisoner of war will be dealt with in accordance with Article 668.

(3) An officer in receipt of Command Pay, Adjutant's Pay, or other additional pay at the time he is made a prisoner of war, will continue to be credited with such additional pay for a period of sixty-one days from the date he is reported as a casualty by the Officer i/c Records, after which period he will revert to the regimental rates of pay and allowances of his rank. (See Article 753 as regards soldiers.)

(4) Interest on accumulated balances of pay of an officer who becomes a prisoner-of-war may be allowed at such rate and basis as may from time to time be determined by the Minister of Finance, but not exceeding three per centum per annum.

G.O. 166

1942

Issue of Pay

674. (1) Pay and allowances, salaries and wages shall be issued in arrear, except in the case of an Officer proceeding on leave, or duty to Canada, who may be paid in advance for a period not exceeding one month from the date of embarkation.

(2) All claims for pay (when not credited automatically) and allowances, salaries, wages, etc., must be rendered in duplicate and certified by the Officer Commanding or the Officer in Charge as the case may be. The Officer certifying the claim shall be held responsible for the correctness of it.

(3) Daily rates of pay include payment for Sundays and Public Holidays (seven days in the week).

Delay in Forwarding Claims

675. Pay and allowances which may not have been drawn within one year from the date on which they might have been claimed will not be issued without the special sanction of the Minister, and such sanction will not be given unless the circumstances represented show sufficient reasons for the claims not having been forwarded at the proper time.

Emoluments—Overpayments of

676. (1) It is the duty of officers and men to make themselves thoroughly acquainted with the rates and conditions of all their emoluments, and, if they accept payment in excess of those due to them, it is their duty to draw attention to the overpayment. They must clearly understand that if such excess payments are retained, they must be refunded.

G.O. 206
1941

(2) When, owing to an error or delay in the publication of orders, an officer or a soldier is given a higher rank or grading than was intended, or when an overissue of cash has been made due to delay in publication of orders, or when he has been overpaid in error by a Paymaster or officer acting as such, the amount of overpayment caused thereby may be recovered monthly through the pay account of the officer or soldier in monthly amounts, but not less than the monthly rate at which the overpayment was made, provided that the recovery of the total amount of the overpayment shall not be extended beyond a period of six months. (Effective 1st June, 1941.)

G.O. 206
1941

(3) Applications from and on behalf of officers and soldiers to whom emoluments have been issued in excess of those properly due to them, to be allowed to retain the excess by reason of the hardship which would result from having to refund the amount, will not be entertained.

Pay of Officers on Leave, etc.

677. Officers are entitled to draw pay and allowances for period during which they are absent on leave or sick leave, subject to the conditions and limitation provided for by these regulations (*See Article 668*).

Officers' Joining Certificates

678. (1) In the case of all officers appointed to commissions from the ranks Overseas, Officers Commanding the Units to which they are posted will render a certificate, on Form M.F.M. 530, to the Chief Paymaster (Overseas), for transmission to the Chief Treasury Officer (Overseas), stating the date on which such officers report for duty.

(2) Until such certificates bearing this information are received by the Chief Treasury Officer (Overseas), the pay accounts of such officers cannot be opened. (*See also* Article 588.)

Officers Dismissed, Removed, etc., Cessation of and Deductions from Pay

679. (1) An officer cashiered, dismissed or removed from the service, shall not receive pay or allowances beyond the date on which the sentence is promulgated to him, or, in the case of removal, beyond the date notified in Routine Orders as the date from which removal is to take effect.

(2) Notwithstanding anything contained in the preceding paragraph, the pay and allowances of an officer cashiered, dismissed from the service, or removed, shall, in respect of any period for which he may have been absent without leave, or suspended from duty, be disposed of in accordance with the provisions of Articles 683 to 685.

Officers Resigning

680. (1) An officer who is permitted to resign shall not receive pay or allowances beyond the date specified in Routine Orders as that on which the resignation took effect.

Dependents allowance where payable shall also be discontinued from effective date of resignation.

(2) An officer voluntarily relinquishing a staff appointment, or an appointment for which a special rate of pay is allowed, or removed therefrom, shall receive staff or special pay only to the date of his ceasing to perform the duties of his appointment, unless entitled under the provisions of Article 668 to continue in receipt of such pay for period specified therein.

(3) To ensure correct issue of pay and allowances, notification of the date an officer ceases to perform the duties of his appointment, is to be at once communicated by the headquarters of the Division, Command, etc., concerned to the official responsible for the issue of such officer's pay and allowances.

Officers and Soldiers Dead or Missing

681. Pay and allowances, with the exception of rations and quarters allowances, will be credited to the account of an officer or soldier to the end of the month in which he dies or is reported missing. In the event of the officer or soldier dying in a month subsequent to that in which reported missing, the account will be re-opened and credited to the end of the month in which the death occurs, or is presumed to have occurred. When an officer or soldier is later found to be alive, his account will be adjusted accordingly. If the missing officer or soldier is subsequently reported as a prisoner of war his case will be dealt with under Article 673 or Article 753 as the case may be. (Effective 1st January, 1941.)

G.O. 167
1944

Liability of Officers and Soldiers to Meet Public and Regimental Claims

682. (1) Pay and allowances, and all other emoluments authorized by these regulations or granted by higher authority to an officer or soldier, or other person of the Force, shall be held liable to be stopped to meet any public claim there may be against him, any regimental debt that may be due from him, or any regimental claim, or any military claim, which the Minister may direct him to pay.

(2) For the purpose of this Article, public claim shall be held to mean any public debt or disallowance, including any over-issue made through an error as to the facts, or the sum required to make good any loss, deficiency or irregular expenditure of public money, any deficiency, loss, damage or destruction of public stores, buildings or other public property of which, after due investigation, no explanation satisfactory to the Minister is given by the person or persons responsible for the same. (Effective 12th April, 1944.)

G.O. 194
1944

(3) For the purpose of this article, military claim shall be held to mean any claim of a military character which has arisen through, or remains unsettled by reason of, negligence in respect of, or default in, the performance of a military duty, or payment of a military debt, whereby loss or damage is occasioned to a person subject to Military Law, or a civilian, including a company or corporation, of which, after due investigation, no explanation satisfactory to the Minister is given by the person, or persons, responsible for the same.

Deductions from Officers and Soldiers Suspended from Duty

683. (1) The pay and allowances of an officer, if suspended from duty, shall cease from the date of such suspension until the case has been dealt with by the Minister and his decision communicated, in accordance with the procedure prescribed in Article 685.

(2) The pay of an officer or soldier is earned from day to day by reason of military service rendered. In cases where no military services have been rendered, and penal stoppages are not made, the Minister, or such officer as he may designate, may, in his discretion decide that the officer or soldier is not entitled to draw pay, and such decision shall be final.

Any case of this nature which may arise, in which doubt exists as to whether the officer or soldier has rendered military service, will be submitted to headquarters.

(3) The above regulation is independent of, and in addition to, any regulations authorizing penal deductions to be made from the pay and allowances of an officer or soldier.

(4) In the case of a soldier being acquitted or his conviction being subsequently set aside, he shall be entitled to full pay and allowances from the date on which he was first placed in confinement, but will not be entitled to receive such pay and allowances until he rejoins for duty.

(5) Where a soldier charged with a civil offence is allowed out on bail and not kept in confinement, and is doing duty with his unit, he shall not forfeit his pay and allowances while on bail, and his assigned pay and dependents allowance, if any, shall be continued.

Penal Forfeitures—Officers

684. (1) The following penal deductions may be made from the pay and allowances of an officer of the Canadian Active Service Force, (Overseas):

- (a) All pay and allowances for every day on which he is absent without leave, or overstays the period of leave for which leave of absence has been granted him, unless a satisfactory explanation of such absence, forwarded through the usual channels, has been accepted and approved by the Minister, or such officer as he may designate.
- (b) The sum required to make good such compensation for any expenses, loss, damage, or destruction occasioned by the commission of any offence as may be awarded by the court-martial by which he is convicted of such offence or by the authority dealing summarily with the charge under Section 47 of the Army Act.

G.O. 236
1943

- (c) The sum required to make good the pay of any officer or soldier which he has unlawfully retained or unlawfully refused to pay.
- (d) The sum required to make good, in whole or in part, any loss, damage or destruction of public property, which, after due investigation, appears to the Minister or such officer as he may designate, to have been occasioned by any wrongful act or negligence on the part of the officer.
- (2) The term "pay" in the above includes Tradesmen's rates and the term "allowances" means all allowances except dependents allowance.
- (3) Any deductions of pay and allowances hereby authorized may be remitted in such manner and by such authority as may be from time to time provided by the Minister.
- (4) Any sum hereby authorized to be deducted from the ordinary pay and allowances of an officer may, without prejudice to any other mode of recovering the same, be deducted from the ordinary pay and allowances or from any sums due to such officer in such manner, and when deducted or recovered may be appropriated in such manner as may be from time to time directed by the Minister.
- (5) In case of doubt as to the proper issue of pay or the proper deductions from pay due to any officer, the pay may be withheld until the order of the Minister has been signified, which order shall be final.

Officers Suspended from Duty or Absent Without Leave

685. (1) In the case of officers suspended from duty or absent without leave, the procedure set forth herein will be carried out in connection with their pay and allowances.

(2) A Commanding Officer who fails or delays to give notice to the Paymaster concerned, or to the Chief Paymaster, (Overseas), as prescribed in Clause 3, will be liable for the whole or any part of the pay and allowances which may wrongly be paid to an officer suspended from duty, or absent without leave, if (by reason of such officer being dismissed the service, or for any other reason) the amount cannot be recovered from his pay and allowances.

(3) The Commanding Officer is to notify the Paymaster concerned, or the Chief Paymaster, (Overseas), immediately an officer is suspended from duty or is absent without leave, stating the date on which suspension or absence began. In the United Kingdom this notification is to be sent by telegram.

(4) In the case of units in the Field, the Advance Book, M.F.M. 505. of an officer suspended from duty, is to be withdrawn at once by his Commanding Officer and handed to the Paymaster, by whom it will be retained until the return of the officer to duty.

Should the officer be moved from one unit to another, the Officer Commanding the Unit from which he is moved will be responsible for despatching the Advance Book to the new unit, to be taken charge of by the Paymaster of that unit.

(5) On receipt of this information, no further pay or allowances are to be credited to the account of an officer suspended from duty or absent without leave until his case has been disposed of and the decision of the Minister has been obtained. To enable an officer to meet incidental expenses during the period he is suspended from duty, the equivalent of \$10.00 per month, may be paid to the officer by the Paymaster of his unit on the authority of his Commanding Officer, and, in addition, the equivalent of \$15.00 per month will be allowed for payment of the officer's mess account.

Payments under these conditions to an officer overseas are to be made on separate Acquittance Rolls, showing clearly account for which paid, and forwarded without delay to the Chief Paymaster, (Overseas), through the usual channels.

(6) At the end of each month, or on an officer's case being finally disposed of, the mess providing his messing shall forward without delay to the Command Paymaster or Field Cashier, as the case may be, its account at a rate not exceeding that authorized in clause (5) herein. This account is to be certified correct by the officer concerned. A cheque in payment of the account will be forwarded direct to the mess by the Chief Treasury Officer, (Overseas).

Messes will have no other means than those stated herein of collecting amounts due by officers in respect of periods they have been suspended from duty. If a mess fails to avail itself of this procedure, the account must not subsequently be forwarded to Headquarters for collection.

(7) In the event of an officer being released from arrest under circumstances which do not warrant the forfeiture of his pay and allowances, the amount of the monthly payments referred to in clauses (5) & (6) will be charged to his pay account. If, on the other hand, he is dismissed from the Service, or cashiered, recovery of the monthly payments will depend upon whether or not his pay account shows a credit balance.

If an officer is neither dismissed nor cashiered, but is found guilty of the offence, remaining however, in the Service, then, in default of special authorization to the contrary, the amounts paid while suspended from duty would, in the ordinary course, stand to his debit and be deducted when his pay account again showed a credit.

(8) On the return to duty of an officer who has been suspended, or if he is dismissed the service or cashiered, then, upon the promulgation of the sentence, the following action will be taken:—

- (a) Where the officer is convicted by Court Martial, or Civil Court, his Commanding Officer will, in the case of conviction, on the date of promulgation of sentence forward a report giving particulars of the charge, finding, sentence, date of promulgation, and the exact dates during which the officer was suspended from duty.
- (b) Where the case has been disposed of by the Commanding Officer, or other superior authority, without having gone to Court Martial, or where the officer has been court-martialled and acquitted, the Commanding Officer will forward a report giving the particulars of the charge, disposal, and the exact dates during which the officer was suspended from duty, on the date the case is finally dealt with.

This report as to disposal must be definite and state whether the officer was censured or otherwise dealt with by the Commanding Officer or other Officer. This definite report is necessary to enable the Minister to determine whether there will be forfeitures of pay and allowances during the period the officer is suspended from duty and the amount of such forfeitures.

In the case of units in the United Kingdom, the reports will be forwarded in the manner and on the form directed by Canadian Military Headquarters in Great Britain, to the Headquarters of the Local Canadian Command in which the units are situated, for transmission to the Chief Paymaster, (Overseas). In the Field the reports will be sent to the D.A.A.G., Canadian Section, G.H.Q., 2nd Echelon, and that officer will transmit them without delay to the Chief Paymaster, (Overseas).

(9) On receipt of the reports referred to in Clause (8) by the Chief Paymaster, (Overseas), they will be forwarded to Headquarters, without delay, in order that the decision of the Minister may be obtained as to the disposal of the officer's pay and allowances during the period that he was suspended from duty or absent without leave.

(10) With reference to Clause (5) herein, if assigned pay and dependents allowance are payable to a dependent relative of an officer suspended from duty, payment will be continued until the case is disposed of. If the

The first part of the paper discusses the importance of the study of the history of the United States. It is argued that a knowledge of the past is essential for a full understanding of the present and for the development of a sound policy for the future. The author points out that the study of history is not only a means of acquiring knowledge, but also a means of developing a sense of responsibility and a sense of duty to the community.

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officer is absent without leave, in excess of 21 days, payment of assigned pay and dependents allowance will be suspended. When the officer rejoins, payment of dependents allowance and assigned pay, if previously in force, will be resumed from date of his return.

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1943

(11) When the instructions of the Minister have been received with respect to forfeitures of pay, unless otherwise directed, forfeitures of pay for period of absence without leave will be charged in full; but for the period that the officer has been suspended from duty during which assigned pay has been continued, if the assignment is payable to a dependent relative, and is less than 15 days pay of rank, the account of the officer will be credited with amount of such assignment, and if equal to or more than 15 days pay of rank, his account will then be credited with 15 days pay of rank to wholly or partially offset the assignment.

Assigned Pay Regulations

686. Appropriate articles in Financial Regulations and Instructions for the Canadian Active Service Force (Canada) from time to time in force will apply. (Effective 1st September, 1939.)

G.O. 410
1943

Action Required to Avoid Overpayments

687. (1) "Stop Payment" form (M.F.M. 18) for assigned pay is to be forwarded immediately by the Paymaster, or officer acting as such, whenever an officer or soldier is:—

(a) Struck off strength of the unit, either on retirement, dismissal, on being cashiered, or on discharge.

(b) Reported to have been "absent without leave" for a period in excess of 21 days.

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1943

(c) Granted leave without pay.

(d) Sentenced to detention, field punishment or imprisonment for a period in excess of 21 days providing the assignment is of a voluntary nature, and not to a dependent on whose behalf dependents' allowance is being issued, or assignment made under the provisions of Article 179 (1), F.R. & I. (Canada).

(e) Sentenced to detention, imprisonment or penal servitude for a period of six months or more; at the expiration of six months from the date of sentence.

(See Article 90, F.R. & I.: (Canada)).

In the cases referred to in (b), (c), (d) and (e) an application for "Renewal of Assignment" (M.F.M. 19) must be completed before an assignment may again be put into effect.

(2) The amount of assigned pay to be charged against the account of the individuals concerned for the month in which any of the above casualties occur, will be that proportion of the usual monthly assignment which the number of days for which the individual has actually received pay during the month bears to the number thirty (30).

(3) "Stop Payment" form (M.F.M. 18) for assigned pay will be prepared in the office of the Chief Treasury Officer, Overseas, whenever an officer or soldier is:—

(a) Reported to have become non-effective through death.

(b) Reported as missing.

Men Undergoing Imprisonment, etc.

688. Article 90 F. R. & I., C.A.S.F. (Canada) will apply.

689.

G.O. 235
1941

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY

REPORT OF THE
COMMISSIONER OF THE
BUREAU OF CHEMISTRY
FOR THE YEAR 1907

ANALYTICAL CHEMISTRY

THE ANALYTICAL CHEMISTRY SECTION OF THE BUREAU OF CHEMISTRY
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ANALYSES OF SAMPLES OF CHEMICALS

ANALYSED BY THE ANALYTICAL CHEMISTRY SECTION OF THE BUREAU OF CHEMISTRY
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FOR THE YEAR 1907

Entries to be Made and Correspondence

690. All changes (increases or decreases), cancellation of assignments, or new assignments, must be entered in the pay book of the individual concerned, with effective date, and will also be recorded on the man's index card M.F.M. 14 when in use.

Further, all changes of name and address of assignee must be recorded in the pay book.

Correspondence overseas in regard to assigned pay, and notification of changes, cancellations, etc., will be sent by the Paymaster of the unit direct to the Chief Paymaster, (Overseas), instead of through the Command Paymaster, etc.

Notification of Changes and Cancellation of Assignments

691. (1) All changes in assignments are to be notified on Form M.F.M. 19 (in duplicate) and cancellations on Form M.F.M. 18 (in duplicate) which are to be rendered promptly to the Command Paymaster or Field Cashier, who will forward them to the Chief Treasury Officer, (Overseas), for notation on the officer's or soldier's record and transmission to the D.A. and A.P. Branch in Canada.

(2) In compiling forms for change of assignee, due to the death of the former assignee, if it is the intention of the assignor that payment of the new assignment shall commence from date of the last payment to the former assignee, the notation "Without interruption of Payment" is to be made on the forms.

(3) Notification of changes or cancellations must be received by the disbursing official one month prior to the effective date on which it is desired payment should cease or be changed, for example: if it is desired that assigned pay for March shall not be paid, the Form must reach the Chief Treasury Officer, (Overseas), not later than 1st February.

Overpayments—Assigned Pay

692. Article 93 F. R. & I., C.A.S.F. (Canada) will apply.

Debit and Credit Balances on Retirement, Discharge, etc. Debit Balances

693. (1) If, when an officer or soldier is retired or discharged or otherwise becomes non-effective, his pay account shows that he has been overpaid, steps will be taken by the Chief Paymaster, Canadian Army Overseas, to effect recovery, having due regard to the provisions of Article 692, F.R. & I. (Overseas).

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1942

Should his efforts to effect recovery be unsuccessful, the Chief Paymaster may recommend to the Chief Treasury Officer (Overseas) that the debit balance be passed to "Suspense" and, if the latter concurs, he may issue the necessary authority. It must be distinctly understood that the foregoing does not relieve accountant officials of their liability under Article 523 (1), F.R. & I. (Overseas).

On the re-appointment or re-enlistment of an officer or soldier, any debit balance passed to "Suspense" under the authority of this article will be recovered from the pay and allowances of such officer or soldier, having regard to the provisions of Article 676, F.R. & I. (Overseas).

Credit Balances

(2) Action similar to the above will be taken when a credit balance is shown and it has not been possible to locate the individual. G.O. 236
1943

In these cases, however, the Chief Treasury Officer may authorize the passing of all credits to "Suspense". (Effective 1st May, 1943.)

Dependents' Allowance Regulations

694. Appropriate Articles in Financial Regulations and Instructions for the Canadian Active Service Force (Canada) from time to time in force will apply.

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PART XXXI**STAFF AND SPECIAL RATES OF PAY
(Articles 705-709)**

- 705.** Articles 123 to 125 F.R. & I. C.A.S.F. (Canada) will apply.
706. Officers holding appointments not classified.
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708.
709.

PART XXXI**STAFF AND SPECIAL RATES OF PAY**

705. Relevant Articles of F.R. & I. C.A.S.F. (Canada) from time to time in force will apply.

Officers Holding Appointments not Classified

706. An officer holding a staff or administrative appointment for which a special rate of pay is not provided under the preceding articles may, if the Minister sees fit, be granted one of the special rates of pay embodied in the foregoing classification as the Minister may determine.

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PART XXXII**REGIMENTAL RATES OF PAY AND ALLOWANCES—ALL ARMS**
(Articles 710-729)**OFFICERS**

- 710.** Rates of Pay.
- 711.** Conditions for Rank, etc., Governing Pay.
- 712.** Paymasters and Quartermasters.
- 713.** Acting Rank.
- 714.** Medical and Dental Officers.
- 715.** Nursing Service R.C.A.M.C.—Rates of Pay.
- 716.** Officers Arriving in the United Kingdom.
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- 718.** Claims for Command Pay.
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PART XXXII

REGIMENTAL RATES OF PAY AND ALLOWANCES—ALL ARMS
OFFICERS

Rates of Pay

710. Relevant article of F.R. & I., C.A.S.F. (Canada) from time to time in force will apply.

Conditions for Rank, etc., Governing Pay

711. (1) An officer is entitled to be paid in accordance with the rank or appointment which has been conferred upon him in the Force subject to certain limitations and regulations hereinafter prescribed. The rank or appointment which he holds in the Active Militia shall not govern the pay and allowances an officer is entitled to in the Canadian Active Service Force, except in the case of an officer of the Permanent Active Militia who may elect to receive pay under the provisions of Article 177, F.R. & I. C.A.S.F. (Canada).

(2) "Brevet rank" which has been granted to an officer does not entitle him to pay or allowances in excess of that authorized for temporary substantive or acting rank in the Force.

(3) "Temporary Substantive Rank" of an officer in these regulations means his confirmed rank in the Force, all ranks therein being temporary.

(4) "Acting Rank" of an officer means the higher rank in the Force which may be granted to an officer of a lower temporary substantive rank therein, while performing the duties of a higher rank or appointment (See Article 713).

(5) "Honorary Rank" does not confer any right to pay or allowances, except that chaplains will be entitled to the pay of the honorary rank granted. In any other case, if an individual is granted honorary rank pay and allowances will not be issued for the relative rank if the appointment is gazetted or authorized by the Minister "without pay and allowances."

Paymasters and Quartermasters

712. Relevant article of F.R. & I., C.A.S.F. (Canada) from time to time in force will apply.

Acting Rank

713. (1) An officer on regimental rates of pay and allowances who may be granted acting rank shall be entitled to the pay and allowances of such rank until the date the acting rank is relinquished.

(2) When an officer holding acting rank is wounded by enemy action (including gassed) he shall be permitted to retain such acting rank for a period of 90 days from the date of incurring such disability including time spent in hospital. Otherwise, acting rank shall be relinquished when the holder thereof is admitted to hospital (other than by sickness caused by alcoholism, or an offence under the Army Act, in which case acting rank will be relinquished immediately) at the expiration of 30 days from the date of admission to hospital, unless he has returned to his unit before 30 days have expired.

(3) In the case of an officer who has been granted acting rank while specially employed, such acting rank will be relinquished when such officer ceases to fill the appointment for which such acting rank was granted.

THE STATE

THE STATE OF NEW YORK, in SENATE,

JANUARY 18, 1887.

REPORT

OF THE COMMISSIONERS OF THE LAND OFFICE,

IN RESPONSE TO A RESOLUTION PASSED

AT THE SESSION OF THE SENATE, APRIL 18, 1886, RELATIVE TO THE LANDS BELONGING TO THE STATE.

ALBANY: PUBLISHED BY THE STATE PRINTING OFFICE, 1887.

COMMISSIONER OF THE LAND OFFICE, JOHN C. BROWN.

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(4) If an officer holding acting rank is taken prisoner of war, he shall continue to hold such rank for the period he is a prisoner of war and shall be paid therefor.

G.O. 26
1944

Medical and Dental Officers

714. (1) The rates of pay for professionally qualified officers of the Canadian Dental Corps and officers of the Royal Canadian Army Medical Corps who are carried on the General List of Medical Officers, R.C.A.M.C., shall be as provided in the relevant Article of F.R. & I., C.A.S.F. (Canada), from time to time in force. (Effective 1st July, 1944.)

G.O. 483
1944

(2) In addition to the foregoing rates of pay, officers of the R.C.A.M.C. and C.A.D.C. will receive allowances at the same rates as officers of other arms of the service.

Nursing Service R.C.A.M.C.—Rates of Pay

715. Relevant article of F.R. & I., C.A.S.F. (Canada) from time to time in force will apply.

Officers Arriving in the United Kingdom

716. (1) An officer on arrival in the United Kingdom from Canada will be taken on for pay in the rank as shown on his Treasury ledger sheet or MFM 14 (Individual Index Card), but the Chief Paymaster will communicate with headquarters to ascertain whether the rank as shown is correct, and will advise the Chief Treasury Officer Overseas accordingly. (Effective 1st January, 1944.)

G.O. 82
1945

(2) The Chief Treasury Officer, (Overseas), is authorized to adjust the pay and allowances of officers, on receipt of Routine Orders prepared by Headquarters, and in the event of any appointments, promotions or reversions not being published within a reasonable time, the Chief Treasury Officer, (Overseas), will refer the matter to the Chief Paymaster, (Overseas), for any necessary action.

Command Pay

G.O. 182
1945

717. (1) In addition to regimental rates of pay, the officer in actual command of a Regiment of Cavalry, a Brigade of Artillery, a Battalion of Infantry or other bodies of troops, numbering 500 or over, shall receive Command Pay at the rate of \$1 per diem, subject to the conditions prescribed herein. In the case of hospitals the Officer Commanding will be entitled to Command Pay if the total personnel, including patients, under his command, numbers 500 or over, or if the hospital is equipped with 500 beds or over.

(2) The definition of strength of 500 or over governing the issue of Command Pay means the actual strength of the unit as shown by the daily parade states, and includes all personnel attached to the unit for duty and discipline.

(3) In the case of Reserve Formations, Regimental and Command Depots, etc., with a normal strength under 500, Command Pay may be issued on the recommendation of the Officer Commanding Canadian Troops in a Command or Area, to such Commanding Officers as headquarters may consider proper, having regard to their duties and responsibilities and the number of men under their command.

(4) Officers Commanding units as referred to in Clause (1) of this article, whose strength is normally above 500, may continue in receipt of Command Pay notwithstanding the strength of their units may decrease temporarily to less than 500 all ranks.



If, however, the average daily strength of any such unit is less than 500 for a period of two months, Command Pay will not be continued without special authority of headquarters, and the Officer Commanding such unit is responsible for notifying headquarters, through the regular channels, when these conditions arise.

(5) In the case of formations, etc., as referred to in Clause (3) of this article, the continuation of Command Pay is at all times in the discretion of headquarters, and the Officer Commanding the Command, or Area in which such formation, etc., is located, shall be responsible for bringing to the attention of headquarters any changed circumstances which might justify the discontinuance of Command Pay in such cases.

(6) The Officer Commanding a unit which is broken up, if previously in receipt of Command Pay, may continue to receive such pay for a period of 30 days thereafter.

(7) An Officer of the Permanent Force, if eligible for Command Pay as set out in this article, may either continue in receipt of his Permanent Force rate of pay without Command Pay, or may receive the pay of his rank in the C.A.S.F. with Command Pay.

(8) Officers in receipt of special rates of pay are not entitled to Command Pay.

(9) An officer authorized to draw Command Pay shall be entitled to continue in receipt of such pay for a period of thirty days while absent from his unit on account of duty, sickness or leave. At the expiration of thirty days he will cease to draw Command Pay, and the Officer who is performing the duties of the Officer Commanding shall be entitled to receive such additional pay for the thirty-first and subsequent days of the Commanding Officer's absence. If the Officer Commanding vacates his appointment, Command Pay will be issued to the officer placed in command temporarily, from the date of assuming command and so long as the appointment is vacant.

Claims for Command Pay

718. Notification in Routine Orders of appointments or changes in Commanding Officers, will be sufficient authority to credit the accounts of the officers concerned with Command Pay, subject to the following exceptions:—

“Officers Commanding hospitals or casualty clearing stations whose establishments provide for less than 500 beds must submit returns monthly in arrear to show the average daily strength of the personnel, including patients but excluding out-patients”.

G.O. 34
1940

Claims will be paid on the average daily strength and not on the daily strength; for example, if the actual daily average strength for the month is less than 500 a day, Command Pay will not be issuable for any period of the month when the daily strength may have been in excess of 500.

Adjutant's Pay

719. (1) An officer appointed as Adjutant within the establishment of a unit will be entitled to 50 cents per diem in addition to pay of rank, but this does not apply to an Assistant Adjutant, nor to an Acting Adjutant unless specially authorized under Clause (2).

(2) In the case of units whose establishments do not provide for an Adjutant the additional pay will only be granted to the Officer performing the duties of Adjutant in such units as may be authorized in consideration of the duties and responsibilities involved.

(3) The Adjutant of a unit which is broken up, if previously in receipt of Adjutant's pay, may continue to receive such pay for a period of thirty days thereafter.

(4) An Officer in receipt of Permanent Force rates of pay, if eligible for Adjutant's pay as above, may either continue in receipt of his Permanent Force rate of pay without Adjutant's pay, or may receive the rate of pay of his rank in the C.A.S.F. with Adjutant's pay.

(5) An Officer authorized to draw Adjutant's pay shall be entitled to continue in receipt of such pay for thirty days under the conditions specified in Clause (2), Article 722, and the officer performing his duties shall be entitled to Adjutant's pay for the thirty-first and subsequent days during which he performs the duties.

720. Deleted.

G.O. 182
1945

Additional Pay—Officers Extra-Regimentally Employed

721. (1) Officers, not above the rank of Colonel, employed with headquarters of formations may receive additional pay of 50 cents per diem provided—

G.O. 118
1945

- (a) (i) Such officers are filling vacancies for appointments within the war establishments of the headquarters of formations and are performing duties specifically pertaining thereto, or
- (ii) Such employment has been approved by the Minister, as promulgated by headquarters.
- (b) The names of such officers and particulars of appointments are published in Headquarters Routine Orders;
- (c) That officers so employed are not in receipt of
 - (i) Special rates of pay
 - (ii) Command Pay or Adjutant's Pay.

G.O. 182
1945

(Effective 4th April, 1945.)

(2) Additional pay will be credited automatically in the pay account of the Officer concerned.

(Effective 1st February, 1940.)

General Conditions of Extra Pay

722. Relevant article of F.R. & I., C.A.S.F. (Canada), from time to time in force will apply.

Flying Pay—Officers

723. Relevant article of F.R. & I., C.A.S.F. (Canada), from time to time in force will apply.

G.O. 76
1940

Parachutists—Extra Pay

724. Relevant Article of F.R. & I., C.A.S.F. (Canada) from time to time in force will apply.

G.O. 442
1942

Extra Pay—Airborne Officers

725. Relevant Article of F.R. & I., C.A.S.F. (Canada) from time to time in force will apply. (Effective 1st April, 1943.)

G.O. 540
1944

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PART XXXIII

PAY OF WARRANT OFFICERS, N.C.Os. AND MEN

Regimental Rates of Pay

730. Relevant article of F.R. & I., C.A.S.F. (Canada), from time to time in force will apply.

Definition of Pay

731. Relevant article of F.R. & I., C.A.S.F. (Canada), from time to time in force will apply.

British Soldiers attached to C.A.S.F., (Overseas)

732. (1) Any soldiers of the British Army or other British Empire Force who may be attached to the C.A.S.F. (Overseas), will not be a charge to Canadian funds, nor will they be entitled to the rates of pay and allowances prescribed for the soldiers of the C.A.S.F., but will receive the rates allowed under their own regulations.

(2) This, of course, does not interfere in any way with actual cash payments being made by Canadian Field Cashiers and Paymasters under Article 583, as the amounts so paid are recovered in due course from the War Office or Government concerned by the Chief Treasury Officer (Overseas).

Canadian Soldiers attached to British Forces

733. (1) Any soldier of the C.A.S.F. (Overseas), who may be attached to units, etc., of the British or other Force, will continue to receive the C.A.S.F. rates of pay and allowances.

(2) In such cases, if the soldier is promoted to a higher rank while so attached, and such promotion is approved by Headquarters, he will be entitled to the pay and allowances of such rank at C.A.S.F. rates.

(3) Pay and allowances of a soldier of the C.A.S.F. (Overseas), appointed to acting rank in the unit of a British Force to which he is attached will be governed by the regulations prescribed in Article 741, provided such appointment is approved of, and the same conditions must be fulfilled as would be required if he were serving in a Canadian Unit.

Tradesmen's Rates

734. Relevant article of F.R. & I., C.A.S.F. (Canada), from time to time in force will apply.

Conditions Governing Tradesmen's Rates

735. Relevant article of F.R. & I., C.A.S.F. (Canada), from time to time in force will apply.

Flying Pay—Warrant Officers, Non-Commissioned Officers and Men

735A. Relevant article of F.R. & I., C.A.S.F. (Canada), from time to time in force will apply.

(Effective 1st November, 1939.)

THEORY OF THE EARTH

By J. H. VAN DIJK, D. Sc., Professor of Geology in the University of Amsterdam

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Deferred Pay

736. (1) Fifty per cent of the daily rate of pay (including tradesmen's rates and parachutists' extra pay) of a soldier, commencing from the first of the month following date of departure from Canada, is to be withheld from those who have not made any assignment of pay.

(2) The following shall be considered as fifty per cent of the daily rate of pay (including tradesmen's rates and parachutists' extra pay) for the purpose of applying monthly deferments of pay:—

Daily Rate	Monthly Amount Deferred	Daily Rate	Monthly Amount Deferred
\$	\$	\$	\$
5 70	85 00	3 15	
5 45		3 10	
5 40	80 00	3 05	
5 20		3 00	45 00
5 15	75 00	2 95	
		2 90	
		2 85	
4 95		2 80	
4 90		2 75	
4 70	70 00	2 70	40 00
4 65		2 65	
4 60		2 60	
		2 55	
4 50			
4 45			
4 40	65 00	2 50	
4 35		2 45	
4 25		2 40	
		2 35	35 00
4 20		2 30	
4 15		2 25	
4 10	60 00	2 20	
4 00			
3 90			
		2 15	
3 85		2 10	
3 75		2 05	30 00
3 70	55 00	2 00	
3 60		1 95	
3 55			
		1 90	
3 50		1 85	25 00
3 45	50 00	1 80	
3 40		1 75	
3 35			
3 30		1 70	
3 25		1 65	
3 20		1 60	
		1 55	
		1 50	20 00
		1 45	
		1 40	
		1 35	
		1 30	
		1 25	
		1 20	15 00
		1 15	
		1 10 and below	10 00

G.O. 126
1944

G.O. 126
1944

(3) Where soldiers have assigned less than 50 per cent of their pay (including tradesmen's rates and parachutists' extra pay) the difference only between the amount assigned and 50 per cent of their pay will be withheld as deferred pay; provided that when such difference results in odd cents, the cents will, in all cases, be dropped.

(4) In cases of promotions and awards of tradesmen's rates or parachutists' extra pay the adjustment of the amount of deferred pay when necessary will be made from the first of the month following date of the Part II Order in which the promotion or award is published. In cases of reduction in rank and cessation of or reduction in tradesmen's rates and cessation of parachutists' extra pay, the adjustment of the amount of deferred pay when necessary will be made from the first of the month following that in which the reduction, etc., is effective. (Effective 1st June, 1940.)

G.O. 53
1941

(5) When a soldier is subject to forfeiture of pay or hospital stoppages on account of alcoholism, deferred pay will not be withheld for the period of such forfeiture or stoppage. In cases where such period is less than a calendar month, the amount of deferred pay to be withheld will be fifty per cent of his reduced earnings, less assigned pay, if any. If the deferred pay computation results in odd cents, the odd cents will be dropped. In cases where the assigned pay is in excess of 50 per cent of his reduced earnings, no deferred pay is to be withheld.

(6) The amounts of pay so deferred will be dealt with as follows:—

G.O. 499
1944

(a) On discharge from the Force such amounts will be paid to the soldier.

(b) On appointment to commissioned rank such amount will be paid to the soldier.

(c) When a soldier is returned to Canada with a Deferred Pay balance of \$25 or less, such balance will be transferred to the Free Balance in his Pay Account after 3 months from his arrival in Canada if not previously released under "(a)" or "(b)" above.

(7) In cases where a debit balance occurs in the Free Balance of a soldier's pay account, the Chief Treasury Officer (Overseas), is authorized to transfer from such soldier's Deferred Pay an amount sufficient to offset such debit balance. When these transfer entries are made, the Chief Paymaster (Overseas), will be notified.

Deferred Pay—Applications for Advances From

737. (1) In exceptional circumstances authority may be given by the Minister permitting an advance of deferred pay, where the request arises out of a situation beyond the control of the soldier, such as illness of relatives, etc., or where a soldier is permitted to proceed to Canada on furlough at his own expense.

(2) Before submitting an application for advance of deferred pay, full enquiry must be made as to the reason for this request and corroborative evidence must be obtained in support of it. The evidence must disclose two essential points:—

(a) That the amount is actually required to alleviate an existing situation, and

(b) That the money will be applied for the purpose for which the application is made.

(3) Applications under the above circumstances will be made on Form M.F.M. 524, "Applications for Advance from Deferred Pay," and, if recommended by the Commanding Officer, will be forwarded to the Chief Paymaster (Overseas).

(4) When the application is approved, and payment is to be made to the soldier, the application will be returned to the paymaster of the man's unit, who will issue the advance on a separate acquittance roll, making notation that this is an "Advance from Deferred Pay." In cases where the advance is to be remitted, the application will be passed to the Chief Treasury Officer (Overseas), who will advise the Commanding Officer of the man's unit of the action taken, so that the necessary entry can be made in the soldier's Service and Pay Book.

(5) Applications for advances of deferred pay, if recommended by Commanding Officers and supported by evidence, must be submitted by the Paymaster of the unit concerned to the Chief Paymaster (Overseas), in sufficient time to enable the application to be dealt with before the advance is required. This specially applies to soldiers who have obtained permission to marry. Personal applications by men to the Chief Paymaster's Office are not permitted.

Special Advances of Pay to Cadets

738. Soldiers selected for a Course of Instruction as Cadets with a view to qualifying for commissions in units overseas, may be granted an advance, not exceeding the equivalent of \$25 from their deferred pay, or future pay, to enable them to purchase books, instruments, etc., required for the course. Such advances are to be entered on a separate acquittance roll, and a suitable notation placed thereon.

Deferred Pay—Cases Specially Suspended

739. (1) Soldiers who are required to provide their own quarters and rations, and who receive subsistence allowance for this purpose, are not subject to deferred pay. If quarters and rations are provided, then pay must be deferred in accordance with the regulations prescribed in Article 736.

(2) Cadets undergoing Courses of Instruction at Officers' Training Schools are not subject to deferred pay while attending such courses. The deferred pay accumulated prior to the time they attended the School will still be withheld to their credit. (See Article 738 as to advance).

Pay Withheld

739A. (1) Notwithstanding the provisions of Articles 736 and 737 of these Regulations a non-commissioned officer or man serving overseas when making application for permission to marry must agree that immediately after the date of his marriage \$200 of his deferred pay (or the full amount thereof if such amount be less than \$200) shall be set aside for the purpose of assisting in establishing a home for his wife and/or children.

G.O. 29
1945

(2) In the case of a non-commissioned officer or man who has no deferred pay to his credit or deferred pay amounting to less than \$200, such non-commissioned officer or man shall, upon making application for permission to marry, agree to the withholding of an amount not exceeding \$10 per month from his pay (hereinafter referred to as "Pay Withheld") until the total of deferred pay (if any) set aside under the provisions of paragraph (1) of this Article, and "Pay Withheld" shall amount to \$200.

(3) Deductions in respect to "Pay Withheld" shall commence from the first of the month following that in which the marriage takes place and, subject to the release of any accumulated balance under the conditions specified in paragraph 4 of this Article, shall continue until the required sum is accumulated, regardless of whether the non-commissioned officer or man continues to serve overseas or is returned to Canada.

(4) Deferred pay set aside as required by this Article and/or "Pay Withheld" together with any accretions thereto, after deducting therefrom any debit "Free" balance in the soldier's pay account, shall be released as follows:—

(a) Automatically—

- (i) On discharge.
- (ii) On appointment to confirmed warrant rank or to commissioned rank.
- (iii) On death of the soldier.
- (iv) On death of the soldier's wife provided there are no dependent children resident overseas.

(b) When approved by Headquarters—

In the case of a soldier serving overseas, to his wife on her arrival in Canada if application in that respect is made by the soldier concerned. The application for release will be made on an M.F.M. 524 (Application for release of Deferred Pay or Pay Withheld) completed in favour of the soldier's wife.

(c) When approved by his Commanding Officer—

To a soldier who has been returned to Canada

- (i) On arrival of his wife and/or children in Canada.
- (ii) On verification of his claim that his wife and/or children are en route to Canada.

(d) At such time and under such conditions as the Minister in his discretion may determine, provided that where an application is made for release under the provisions of this sub-paragraph, such application shall be approved in the first instance by the soldier's Commanding Officer. (Effective 15th November, 1941.)

Deferred Pay—Payment of Interest

740. Interest may be allowed on deferred pay at such rate and basis as may from time to time be determined by the Minister of Finance, but not exceeding three per centum per annum.

Pay Withheld—Payment of Interest

740A. Interest may be allowed on "Pay Withheld" at such rate and basis as may from time to time be determined by the Minister of Finance, but not exceeding three per centum per annum. G.O. 29
1945

Such interest will not be credited in the accounts of soldiers discharged prior to 17th January, 1945, if such credits had not been made at time of discharge. (Effective 15th November, 1941.) G.O. 199
1945

Pay for Appointments of Warrant Officers and Non-Commissioned Officers

741. (1) Warrant Officers and non-commissioned officers will receive pay and allowances of their acting rank or appointment, including lance appointments, provided they are covering off a vacancy in an authorized establishment or are specially authorized by headquarters. The names of all acting warrant officers and non-commissioned officers will be published in Part II Orders of the unit concerned, with date appointment becomes effective, specifying whether or not they are eligible to receive pay and allowances as above; and relinquishment of acting rank or appointment, including lance appointments, with date effective, will similarly appear in Part II Orders.

(2) The pay and allowances of a substantive warrant officer or non-commissioned officer who is a returned casualty, will continue at the rate allowed for his substantive rank, notwithstanding the fact that he may be filling a vacancy in an establishment for a lower grade. G.O. 483
1944



(3) Warrant officers and non-commissioned officers holding acting ranks or appointments, including lance appointments (except as in (4) and (5) hereunder and those taken prisoner of war, vide Article 165 (4)), must revert to their permanent grade on ceasing to perform the duties for which such acting rank or appointment was granted.

(4) (a) Notwithstanding the provisions of paragraph (3) above, whenever for the purpose of being discharged, a warrant officer or non-commissioned officer ceases to perform the duties for which an acting rank or appointment, including lance appointment, was granted such acting rank or appointment shall be retained during the pre-discharge period, confirmation of such acting rank will be effected immediately prior to date of discharge, and a soldier holding an appointment, including lance appointment, will be permitted to retain such appointment on discharge. Should it later be determined that the soldier is not to be discharged, relinquishment of acting rank or appointment shall be effective the date such decision is made. (Effective 1st December, 1943.)

G.O. 274
1945

(b) If, however, discharge is for any of the following reasons, the individual concerned will revert to his permanent grade:—

- (i) Having been convicted by civil power.
- (ii) For misconduct.
- (iii) Having been sentenced to be discharged with ignominy.

(5) (a) When a soldier holding acting rank or appointment, including lance appointment, is wounded by enemy action (including gassed) he shall be permitted to retain such acting rank or appointment for a period of 90 days from the date of commencement of such disability, including time spent in hospital. Otherwise acting rank or appointment, including lance appointment shall be relinquished when the holder thereof is admitted to hospital (for reasons other than sickness caused by alcoholism or an offence under the Army Act, in which case such acting rank or appointment, including lance appointment, will be relinquished immediately) at the expiration of 30 days from date of admission to hospital unless he has returned to his Unit before 30 days have expired. (Effective 1st December, 1943.)

(b) When a soldier who retains his acting rank or appointment, including lance appointment, under sub-para (a) is found to be eligible for discharge and is released from hospital during the periods therein prescribed, the provisions of para 4 shall immediately apply. If, however, a soldier, wounded by enemy action, is found to be eligible for discharge while in hospital but must undergo hospitalization beyond the period he is entitled to retain such acting rank or appointment, such soldier shall, on the date the authority for his discharge is granted and such discharge is not for any of the reasons mentioned in para (4) (b), be reinstated in the acting rank or appointment, including lance appointment, held by him by the officer who has the power to authorize his discharge. Confirmation of such acting rank will be effected immediately prior to date of discharge and a soldier holding an appointment, including lance appointment, will be permitted to retain such appointment on discharge.

G.O. 274
1945

Pay and Allowances—Cadets

742. (1) The designation of another rank selected to attend an Officers' Training Course with a view to qualifying for a commission shall, during his attendance thereat, be "Cadet".

G.O. 133
1941

(2) (a) A Cadet, while attending an Officers' Training Course in the United Kingdom shall, from the date fixed for the commencement of such course, and until he is qualified for commissioned rank, or until he fails in his examination or is removed from the course for any reason, receive the Regimental rates of pay of his rank, acting rank or appointment, provided, however, that no "Cadet" shall receive a lower rate of pay than \$4 per diem.

G.O. 431
1942

G.O. 540
1944

(b) A Cadet shall, upon promulgation of his qualification for the commissioned rank of 2nd Lieutenant or Lieutenant, as the case may be, in Routine Orders, and until otherwise ordered by the Adjutant-General, or such authority as he may designate, be paid the pay and allowances, including dependents' allowances, of such rank. (Effective 24th December, 1941.)

G.O. 42
1945

(3) A Cadet shall cease to draw tradesmen's rates, or any other special rate of pay of which he may be in receipt, not later than the day prior to that fixed for the commencement of the Officers' Training Course he attends, provided that a Cadet shall not receive a lower rate of pay than \$4 per diem as provided in paragraph (2) above. (Effective 5th August, 1940). G.O. 133
1941

(4) (a) A candidate selected to proceed to Canada to attend an Officers' Training Centre as a Cadet, whose substantive rank is lower than Sergeant will be granted the acting rank of Sergeant with pay effective the date of embarkation. Such acting rank will be granted by an appropriate unit or establishment before departure and will be held up to and including the day prior to the date fixed for the commencement of the Officers' Training Course which he is to attend, at which time the candidate becomes entitled to receive the rate of pay of a Cadet as provided for in Article 144B (2) F.R. & I., C.A.S.F. (Canada). G.O. 431
1942

(b) A candidate, as referred to in sub-para. (a) hereof, whose substantive rank is Sergeant or higher, holding a higher paid acting rank or appointment will be permitted to retain such acting rank or appointment with pay except that he shall not receive a lower rate of pay than is provided for a Cadet *vide* Article 144B (2) F.R. & I., C.A.S.F. (Canada). G.O. 540
1944

(c) A Cadet attending an Officers' Training Centre in Canada shall cease to draw tradesmen's rates, or any other special rate of pay which he may be receiving not later than the day prior to that fixed for the commencement of the course he attends. (Effective 1st April, 1942.)

Regulations Governing Deduction from Pay—Forfeiture of Pay, Authority for

743. (1) The pay of warrant officers, non-commissioned officers and men shall be subject to the deductions and stoppages specified in these regulations, and to such other deductions and stoppages as may be ordered by court martial or by competent authority under the Army Act and the Militia Act.

(2) Any deductions of pay and allowances hereby authorized may be remitted in such manner and by such authority as may be provided from time to time by the Minister. In very special circumstances, the Minister may order the issue of pay to a soldier convicted by the civil power for the period during which the soldier was in confinement under sentence. Any such issue of pay shall be subject to deductions on account of any cost for subsistence in civil prison. G.O. 87
1942

(3) Any sum hereby authorized to be deducted from the ordinary pay and allowances of a soldier may, without prejudice to any other mode of recovering the same, be deducted from the ordinary pay and allowances, or from any other sums due to such soldier in such manner, and when deducted or recovered may be appropriated in such manner as may be from time to time directed by the Minister.

(4) The Royal Warrant for Pay of the Army (British) does not apply to the Force, and should not be quoted in Part II Orders and other documents as the authority for forfeitures of pay. The authority for such forfeitures is these regulations and the correct reference to be made in Part II Orders, etc., is "Financial Regulations, C.A.S.F."

Forfeiture of Pay—Regulations

744. Articles 149, 150, 151 and 152 F.R. & I. C.A.S.F. (Canada) will apply.

Instructions Regarding Forfeitures of Pay

745. Articles 153, 154, 155, 156 and 157 F.R. & I. C.A.S.F. (Canada) will apply.

Forfeiture for Losses, Damages, etc.

746. Article 158 F.R. & I. C.A.S.F. (Canada) will apply.

Fines and Forfeitures

747. (1) In addition to the forfeitures of pay and other deductions authorized in these regulations, the following penal deductions may be made from the pay of a soldier:—

(a) The sum required to pay any fine awarded by a court martial or by his commanding officer, or any fine, penalty, damages, compensation, or cost which a civil court before which he has been charged with an offence has ordered him to pay.

(b) The sum required to pay any sum which the Minister or any officer deputed by him for that purpose, has ordered the soldier to pay, as hereafter mentioned for the maintenance of his wife or child, or of any bastard child, or towards the cost of any relief given by way of loan to his wife or child. (See Article 760.)

(2) See also Article 746.

(3) With reference to sub-paragraph (1) (a), this enables an officer to pay a fine imposed on a soldier in a civil court and to recover that amount from his pay, thereby preventing the man from being imprisoned for non-payment of the fine. As regards other fines, it is to be noted that the only fine which can be awarded by a court martial or by a commanding officer is for drunkenness and such fines must be in accordance with the scale prescribed in Article 748

Fines for Drunkenness

748. Article 161 F.R. & I., C.A.S.F. (Canada), will apply.

Fines—Recovery of

749. Article 162 F.R. & I., C.A.S.F. (Canada) will apply.

Removal of Men from Detention or Prison to accompany Units or Drafts Overseas

750. When a soldier undergoing a sentence of field punishment, detention, or imprisonment proceeds overseas before the expiration of his sentence, an insertion will be made in Part II Orders of the Unit from which he has been drafted notifying the remission of the unexpired portion of his sentence, from the date on which the Draft proceeded.

Public Stoppages

751. Article 163 F.R. & I., C.A.S.F. (Canada) will apply.

Restriction of Cash Payments

752. Article 164 F.R. & I., C.A.S.F. (Canada) will apply.

Prisoners of War

753. Article 165 F.R. & I., C.A.S.F. (Canada) will apply.

Suspended Sentences

754. Article 166 F.R. & I., C.A.S.F. (Canada) will apply.

755.

THE HISTORY OF THE
CITY OF BOSTON

FROM 1630 TO 1800

The city of Boston, situated on a peninsula in the State of Massachusetts, was founded in 1630 by a group of Puritan settlers. The city grew rapidly, becoming one of the most important centers of commerce and industry in the New England region. The city's history is marked by significant events, including the Boston Tea Party and the American Revolution. The city's population has increased steadily over the years, and it remains one of the most densely populated cities in the United States. The city's economy is diverse, with a strong emphasis on finance, technology, and education. The city's culture is rich and varied, with a long tradition of arts and literature. The city's government is a city council, and the city is known for its high quality of life and excellent public services.

THE HISTORY OF THE
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Deserters and Absentees without Leave

756. Article 170 F.R. & I. C.A.S.F. (Canada) will apply.

Balances of Recovered Deserters and Men Fraudulently Enlisted

757. Article 171 F.R. & I. C.A.S.F. (Canada) will apply.

Rewards and Expenses for Apprehension of Deserters and Absentees

758. (1) A reward, not exceeding £1 may be paid to any person other than a member of the Force, for apprehending and delivering into military custody, a deserter or an absentee without leave. Such amounts may, at the discretion of the Minister, be increased to a sum not exceeding £5 as hereinafter provided.

(2) The reward allowed by clause (1) will be authorized by the Officer Commanding the Unit to which the deserter or absentee belongs, but in no case will he authorize a reward exceeding 10/- if the deserter or absentee, when apprehended, was in uniform, or 20/- if he was in plain clothes.

(3) In fixing the amount of the reward allowed, the circumstances of each individual case, and the recommendation of the Magistrate, if any, will be taken into consideration.

(4) A reward will not be granted if the deserter or absentee voluntarily surrendered, or if it should appear that he was in collusion with the person who apprehended him or that the apprehended man was not a deserter or absentee. If, in such cases, a reward has been recommended by the committing Magistrate, the Commanding Officer will notify him that it is not admissible.

(5) When, owing to special local circumstances, the Officer Commanding Canadian Troops in the Area or Command, is of the opinion that the reward of £1 allowed by clause (1) for the apprehension of a deserter or absentee is insufficient, he will apply through the usual channels for the Minister's authority to offer rewards at such a rate, not exceeding £5, and for such period as may be considered necessary.

(6) Claims for rewards for apprehension of deserters or absentees are a charge against public funds.

(7) Claims may also be paid covering necessary and reasonable expenses incurred in effecting the arrest of deserters or absentees without leave, and the reasonable and necessary expense of the board and lodging of such deserter or absentee while in civil custody.

(8) The sum required to make good any expenses incurred for the purpose of effecting his arrest while a deserter or an absentee without leave (including any reward payable for such arrest) and for his return to his Corps, as may be awarded by his Commanding Officer, or in case he requires to be tried by a Court Martial, by the Court Martial, or if he is on board one of His Majesty's ships, by the Commanding Officer of the ship, or where he has confessed desertion and his trial is dispensed with by an Order under Section 73 of the Army Act as may be awarded by that Order, may be deducted from the ordinary pay due to a soldier of the Force.

(9) All claims for rewards and expense for apprehension of deserters and absentees are to be submitted on M.F.M.522, properly certified to the Chief Paymaster, (Overseas).

Charges for Loss of Clothing, etc.

759. Article 173 F.R. & I. C.A.S.F. (Canada) will apply.

Maintenance Orders—Liability of Soldier

760. When any order or decree is made under any Act or at common law for payment by a man who is or subsequently became a soldier, either of the cost of the maintenance of his wife, or child, or of any bastard child of whom he is the putative father, or of the cost of any relief given to his wife or child or bastard child as aforesaid, by way of loan, if a copy of such order or decree be sent to the Minister or to any officer deputed by him for the purpose, or if it appears to the satisfaction of the Minister or of any officer deputed by him for the purpose, that a soldier deserted or left in destitute circumstances, without reasonable cause, his wife or any of his legitimate children under sixteen years of age, or any bastard child under that age, the Minister or officer shall order to be deducted such portion of the soldier's pay as the Minister or officer, in his discretion, from time to time, thinks fit, providing that there shall be left to the soldier (subject, however, to the making of any other deductions authorized by or under any Act) not less than one-fourth, or if he is a warrant officer or a non-commissioned officer not below the rank of sergeant, not less than one-third of his pay.

The amount so deducted shall be appropriated in liquidation of the sum adjudged to be paid by any order or decree under any Act or common law, or towards the maintenance of such wife or children or bastard child, as the Minister or the officer deputed by him for that purpose, thinks fit.

Compulsory Stoppages—Assignments for

761. When an order made in accordance with the preceding article is received by a commanding officer, the following procedure will be carried out:—

- (a) The magistrate's order, decree, etc., will be submitted through the regular channels to headquarters;
- (b) If the Minister decides to place the soldier under stoppages of pay under the terms of Article 760, the necessary instructions accordingly will be forwarded to the soldier's commanding officer;
- (c) Immediately the commanding officer receives such instructions, he will notify the soldier and insert particulars of the stoppage in Part II Orders, giving the date from which the stoppage is to be effective as authorized in the instructions given by the Minister. The Paymaster of the unit is then responsible that an assignment of pay for the amount of the stoppage is put into effect from the date in question.

Recovery of Compulsory Stoppages

762. Article 176 F.R. & I. C.A.S.F. (Canada) will apply.

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PART XXXIV**PAY AND ALLOWANCES—PERMANENT ACTIVE MILITIA PERSONNEL SERVING IN CANADIAN ACTIVE SERVICE FORCE****(Articles 770-774)**

770. Part XI, F.R. & I. C.A.S.F. (Canada) will apply.

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PART XXXV

ALLOWANCES GENERALLY, OFFICERS, MEN, ETC.

(Articles 775-804)

- 775. Civilian Clothing Allowance.
- 776.
- 777. Allowances for Civilian Witnesses at Courts Martial, etc
- 778A } Compensation for Loss of Kit and Personal Effects.
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- 802. Personnel attached to Forces serving Overseas beyond the United Kingdom.
- 803.
- 804.

PART XXXV

ALLOWANCES GENERALLY, OFFICERS, MEN, ETC.

Civilian Clothing Allowance

775. Article 186, F.R. & I. (Canada) will apply. (Effective 1st August, G.O. 424
1944
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776.

Allowances for Civilian Witnesses at Courts Martial, etc.

777. The following scales of allowances are authorized for witnesses attending Courts Martial or Courts of Inquiry (including when necessary the taking of summary evidence) held solely upon the public service; but the expenses of witnesses in personal disputes or for the defence of officers found guilty will only be admitted when the President of the Court certifies that their evidence was necessary for the defence, and approval is granted by Headquarters.

IN THE UNITED KINGDOM

1. WITNESSES GIVING PROFESSIONAL EVIDENCE.

Practising members of the legal and medical professions may be granted, for attending to give professional evidence, but not otherwise, an allowance not exceeding the following:—

For attending to give evidence in the town or place where the witness resides or practises:—

If the witness attends to give evidence in one case only, not more than one and one-half guineas per diem.

If the witness gives evidence on the same day in two or more separate and distinct cases, not more than three guineas.

For attending to give evidence elsewhere than in any town or place where the witness resides or practises, whether in one or more cases, not more than three guineas per diem.

In this regulation "town" means municipal borough or urban district, and "place" means within a radius of three miles from the Court at which the witness attends to give evidence.

2. EXPERT WITNESSES AND INTERPRETERS.

These will not be employed without special authority from Headquarters (Overseas), and the rates to be paid will be specially authorized if employment is approved.

3. POLICE OFFICERS.

Police Officers attending as witnesses at Courts situated within the area of their own Police Authority will be granted no allowance except for travelling as provided in clause (9). When attending as witnesses at Courts situate outside the area of their own Police Authority, they will be granted allowances as provided in their own regulations, on receipt of a claim supported by a certificate from a Police Officer not below the rank of Superintendent to the effect that the allowances claimed are those admissible in Police Regulations.

4. BANK OFFICIALS AND ARMY AGENTS.

(a) Bank Managers and Accountants will be entitled to 1st Class Railway Fares and travelling allowances as follows:—

- (i) If away from London (or the representative's business headquarters if they are not in London)—£1.11.6 for each complete period of 24 hours. For absence of less duration, and for absence in excess of a complete period of 24 hours: £1.11.6 for 4 hours or more, 15/9 for less than 4 hours.
- (ii) If in London (or the representative's business headquarters if they are not in London), such sum not exceeding 15/9 a day as may be authorized by the President of the Court.

(b) Bank Clerks and other officials will only be entitled to 3rd Class Railway Fare and the same allowances as for other witnesses (See clause 6).

5. ORDINARY WITNESSES.

Witnesses other than the foregoing shall be granted allowances not exceeding 14/- for the day and 10/- in addition if detained for the night.

6. IN COUNTRIES ABROAD OTHER THAN THE UNITED KINGDOM.

In countries abroad other than the United Kingdom any tariff or established practice which exists for Civil Courts should be made the basis for settlement and the claims certified as in conformity with it.

7. GENERAL REGULATION.

Except as specially provided for in clauses (2) and (5), the full day allowance is payable when the witness is necessarily away from his home, place of business, or employment, for at least four hours. For less than four hours, only half rates are authorized. The night allowance is only payable when the witness, in order to give evidence, is necessarily away from his home for the night.

8. TRAVELLING ALLOWANCE.

Witnesses will be entitled to reimbursement for actual and reasonable expenses incurred for transport to and from the Court, up to the limit of the cost of the cheapest means of transport by public vehicle ordinarily employed for the journey. Except the witnesses referred to in clauses 2 and 4 (a), only 3rd Class Railway Fares are authorized.

9. PAYMENT.

(a) Claims for the expenses admissible for attendance of witnesses, etc. will be completed under the direction of the Court on Form M.F.M. 526, in duplicate, and signed by the claimant. These should then be certified by the President of the Court and forwarded to the Chief Paymaster (Overseas), for transmission to the Chief Treasury Officer (Overseas), if in order for payment. It is essential that rendition of such accounts should be not delayed.

(b) Where it is found to be more economical for the officer taking the summary of evidence to proceed to London, together with the accused, than to require witnesses to proceed to the station where the accused is under arrest, claims of civilian witnesses should be prepared and certified by the Officer Commanding the Unit of the accused and submitted as in (a) above.

Compensation for Loss of Kit and Personal Effects—Conditions of Compensation

778A. (1) The payment of compensation for loss of kit and personal effects incurred by officers is governed by Article 778B. G.O. 372
1944

(2) In the case of losses from exceptional causes not foreseen in these regulations, claims may be submitted for the special consideration of the Major-General i/c Administration at Canadian Military Headquarters.

778B. (1) Compensation for loss of kit is granted solely for the purpose of enabling an officer to re-equip himself for service, according to the scale of equipment deemed necessary for the performance of his duties, at the time re-equipment becomes necessary.

Compensation is not, therefore, payable to the representative of a deceased officer in the absence of proof that the deceased had incurred expense for the purpose of re-equipment. It covers military risks only, and not the ordinary risks of civil life for which insurance should be effected.

(2) The grant of any compensation is limited strictly to cases in which it is clearly proved:—

(a) That the loss was altogether unavoidable and beyond the control of the individual who incurred it, or his representative.

(b) That the articles were placed, under the sanction of proper authority, in the situation in which the loss occurred.

(c) That every exertion was made to prevent the loss. G.O. 372

(d) That any orders for the destruction of articles were issued by competent authority. 1944

(e) That the loss was promptly reported to the claimant's commanding officer at the time the claimant became aware of the loss or had reason to believe he had suffered the loss. Due consideration will be given to any exceptional circumstances—such as the physical condition of a wounded officer—which may render delay in reporting the loss unavoidable.

(3) No claims for indemnification will be admitted in cases:—

(a) Where the subject of the loss is private property not forming part of the claimant's authorized military equipment or necessary to him for the discharge of his military duties, except as provided in Paragraph 5 hereof.

(b) Where the loss arises by reason of:—

(i) Desertion; or

(ii) The improper packing of articles, or their being placed or left in improper situations; or

(iii) Fire occasioned by the use of mineral oil of flashing point of lower than 100 degrees Fahrenheit.

(c) Where the claimant has lost equipment taken by him on leave of absence, except in the case of sick leave or under special circumstances.

(d) Where the claimant is entitled to compensation from any other source.

(4) Subject to the conditions of Paragraphs 1 to 3, indemnification may be granted for losses incurred in the following cases:— G.O. 372
1944

(a) During active service or when the claimant was proceeding on or returning from active service.

(b) By the destruction of, or theft from a public store.

(c) By accidental fire.

(d) By the destruction of property to prevent its falling into the hands of the enemy or to prevent the spreading of an infectious or contagious disorder.

(e) By the hazards of the sea.

(5) Subject to the conditions of Paragraphs 1, 2 and 3(b), (c) and (d), indemnification may be granted for losses incurred by officers proceeding on or returning from active service by sea who find it necessary to take with them, or who are permitted to ship by sea at public expense, personal effects, including military equipment and uniforms, in excess of the kit referred to in Paragraph 8 of this Article; provided, however, that the total indemnification which may be claimed under this Article does not exceed in all the sum of \$500.

(6) Compensation may be granted only in respect of articles of kit actually destroyed, or damaged beyond repair, or articles lost and irrecoverable at the time when re-equipment becomes necessary.

(7) When articles are repairable, they are not regarded as "lost", and no compensation is admissible in respect of the cost of repair; in no circumstance is compensation admissible in respect of "wear and tear" of kit in the course of active service, as opposed to destruction or irremediable damage in active operations.

Scale of Compensation

(8) Articles of kit, etc., in respect of which compensation is admissible in event of loss and the method of assessing the amount of compensation payable shall be as notified from time to time by Overseas Routine Orders; provided, however, that the combined total compensation payable for loss of articles of kit under this Paragraph and Paragraph 5 shall not exceed in all the sum of \$500.

G.O. 372
1944

Submission and Approval of Claims

(9) All claims should be submitted in full without delay when re-provision becomes necessary, on form authorized for this purpose by Overseas Routine Orders. Re-provision is deemed to be necessary when the claimant is fit for duty and either has or undertakes to re-equip himself.

If required, an immediate advance may be made, under the direction of the Chief Paymaster, Canadian Army Overseas, to officers who have incurred losses at sea.

(10) When kit has been lost in transit and it is not known to have been irretrievably lost, a claim for re-provision may be admitted in full, subject to a written undertaking by the claimant to comply with the following rules in the event of the lost kit being recovered after re-provision has become necessary and has been effected:—

(a) Articles for which monetary compensation is payable: The claimant will be given the choice of retaining at half their compensation in value some or all of the articles recovered, or of receiving compensation in full and returning the recovered articles, for which full compensation has been paid, to the nearest Royal Army Ordnance Depot, the address of which should be notified to the claimant. The necessary financial adjustment in respect of articles which an officer decides to retain will be made by payment of half compensation to or recovery of the same amount from the claimant, according to whether the articles are recovered before or after the claim has been paid.

(b) Articles of equipment replaced in kind:—

(i) If the recovered articles are serviceable, the article issued from store, in replacement will be returned to the nearest Royal Army Ordnance Depot.

(ii) Recovered articles that are repairable or unserviceable will be handed over to Royal Army Ordnance Depot for disposal.

(11) The written undertaking to comply with the conditions referred to above will be obtained from the claimant before his claim for compensation is admitted.

(12) After approval by the claimant's commanding officer, claims will be forwarded through the usual channels:—

- (a) Where the claimant is in the United Kingdom, to Chief Paymaster, Canadian Army Overseas, who will forward the claim with his remarks to the Major-General i/c Administration, Canadian Military Headquarters, for approval.
- (b) Where the claimant is in a theatre of operations outside the United Kingdom, to the representative of the Chief Paymaster, Canadian Army Overseas, in that theatre, who will forward the claim, with his remarks, to the officer in the theatre designated for this purpose by the Major-General i/c Administration, Canadian Military Headquarters, for approval of such officer, or if no officer is so designated, to the Major-General i/c Administration, Canadian Military Headquarters, for approval.

(13) If the proof of loss and information contained in the claim are not considered sufficient by the Approving Officer mentioned in the preceding paragraph, he may disallow the claim in whole or in part, or return it for an investigation by a Board of Officers.

(14) After the claim has been approved, it will be forwarded to the Chief Paymaster, Canadian Army Overseas, for action.

(Effective 1st June, 1943.)

Petty Cash Advance for Orderly Rooms, etc.

779. (1) Amounts not exceeding those laid down in undermentioned scale may be advanced to Officers Commanding units, formations, etc., stationed in the United Kingdom and not occupying offices in London, for the purchase of miscellaneous stores, rental of extra typewriters when required, cleaning materials and petty expenses for repairs to fittings, etc., which cannot be obtained from public stores and which are necessary for maintenance of such offices.

(2) The Officer Commanding the unit, etc., will be responsible that all expenditures from this advance are for items which cannot conveniently be obtained from other public sources, and a certificate to this effect is to be given when forwarding a claim for reimbursement.

(3) Claims in duplicate on Form M.F.M. 522, together with supporting vouchers in duplicate will be forwarded monthly, direct to the Command Paymaster for transmission to Chief Paymaster (Overseas).

(4) If a claim and supporting vouchers are in order a cheque will be forwarded to the Commanding Officer to replenish the advance to the original account.

(5) Advances are to be closed out when a unit or formation proceeds Overseas or is disbanded or absorbed. In such cases a refund of the unexpended balance is to accompany the final statement of expenditure.

Scale of Petty Cash Advances—Orderly Room, etc.

	£	s.	d.
Divisional Area Command H.Q.....	5	0	0
Artillery, Cavalry and Infantry Brigade, H.Q.....	3	0	0
Reserve Artillery H.Q.....	4	0	0
Canadian Reserve Cavalry Regiment.....	3	0	0
Regimental Depot (includes Cavalry, Artillery, Infantry, C.A.S.C. Engineers).....	3	0	0
General Depot.....	3	0	0
Command Depot (if strength exceeds 2,000 additional 10/-)..	4	0	0
Discharge Depot.....	3	0	0
Infantry Battalion (if strength exceeds 1,500 additional 10/-)..	3	0	0
Engineers' Training Depot.....	4	0	0
C.A.S.C. Training Depot.....	4	0	0
Canadian Training Schools.....	3	0	0
Canadian Military Hospitals (if strength exceeds 1,200 additional 10/-).....	2	0	0

Units or formations not specially provided for in the above scale may be granted an advance on the approval of the Officer Commanding the Command or Area as follows:—

If average daily strength exceeds 100.....	£1-0-0
“ “ “ “ “ 300.....	£2-0-0
“ “ “ “ “ 500.....	£3-0-0

Forage and Stabling

780. Where it is impracticable to issue forage in the usual way to Government horses, application should be made to local headquarters for the cash allowance in lieu.

These applications will be forwarded to the D.Q.M.G. Headquarters, and if approved a cash allowance in lieu of forage at the British Army rate in the United Kingdom, will be authorized. No additional cost due to the stabling of horses for the convenience of officers will be allowed. Such costs must be borne by the officer concerned.

781. Spare article.

Outfit Allowance—Officers

782. (1) Officers appointed to units in Canada for service overseas will be entitled to an outfit allowance of \$250 to be paid by the District Treasury Officer, or if first appointment is made overseas, the allowance will be paid by the Chief Treasury Officer (Overseas).

G.O. 50
1944

Provided that an officer whose appointment is effective prior to 19th January, 1944, shall be entitled to an outfit allowance under this paragraph of \$150 only, and an officer who previously received an outfit allowance on appointment to Warrant Rank shall be entitled to an outfit allowance of \$175 only.

G.O. 50
1944

(2) An officer who is ordered to proceed on duty to an area where tropical kit is in wear and is required to equip himself with tropical kit for the performance of his duty, may be granted an allowance of \$50, provided that he has not previously received this allowance.

G.O. 360
1944

(3) If an officer has at any time received payment of outfit allowance he shall not be entitled to a second payment of the same allowance either on transfer from one Service to another or on rejoining the Force for further service, except that an officer transferred from one Service

G.O. 435
1944

to another or from one Corps to another within a Service, and such transfer is made in the interests of the Service or Services concerned and such officer is required to completely re-outfit himself, as the result of such transfer, in the distinctive dress prescribed for the Service or Corps to which he is transferred, shall be entitled to the allowances provided in this article. (Effective 7th February, 1944.)

(4) In the case of an officer promoted from the ranks, who had previously served as an officer and received outfit allowance during the war, special application may be submitted to headquarters for the consideration of the Minister as to any further grant of outfit allowance.

Outfit Allowance—Nursing Sisters

783. (1) Nursing Sisters, Dietitians, Occupational Therapists, Physiotherapy Aides and Home Sisters will be entitled to a grant of \$250 outfit allowance under conditions similar to those set out in the preceding article. G.O. 50
1944

Provided that Nursing Sisters, Dietitians, Occupational Therapists, Physiotherapy Aides and Home Sisters whose appointment is effective prior to 19th January, 1944, shall be entitled to a grant under this paragraph of \$150 outfit allowance only. G.O. 50
1944

The allowance of \$250 is authorized only for ladies appointed to the Canadian Nursing Service, and not to other ladies who may be granted Honorary Commissions. G.O. 131
1940

An additional \$50 outfit allowance is authorized for members of the Nursing Service who are required to outfit themselves with service dress and battle dress and are subsequently posted for duty to tropical or sub-tropical areas where drill uniform replaces battle dress. (Effective 15th June, 1943.) G.O. 442
1943

(2) If a Nursing Sister, Dietitian, Occupational Therapist, Physiotherapy Aide or Home Sister is permitted to resign her appointment for any cause, other than ill-health, and she has not served more than six months in the Canadian Army Medical Nursing Service, she will be required to refund a portion of the outfit allowance paid to her, as follows:—

(a) If service is 3 months or less, three-fourths of the amount paid. G.O. 50

(b) If service is more than 3 months, but does not exceed 6 months, one-half of the amount paid. 1944

(Effective 19th January, 1944.)

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Claims for Outfit Allowance

787. (1) All claims for outfit allowance are to be made on Form M.F.M. 522, which must show the number and date of the order in which the appointment was published, be signed by the claimant and certified by the Commanding Officer. In addition, each claimant must sign a statement that no payment of outfit allowance has previously been made to him and give details if previous payment has been received.

(2) Claims for outfit allowance will be paid by the Chief Treasury Officer (Overseas), and are not to be paid by paymasters under any circumstances.

Allowances for Uniform, Officers Transferring to and from Highland Units

788. Article 195 F.R. & I., C.A.S.F. (Canada) will apply.
36644—13

Rations

Allowance in Lieu of Rations and Value of Rations

789. (1) Whenever possible rations in kind will be issued. These will be drawn as required, but are not to exceed one per officer or man for every day he is on duty. Rations always remain the property of the Government, and they are not therefore to be sold. Care is to be taken that they are not wasted by being drawn in excess of actual requirements.

(2) The rates of allowances in lieu of rations for Canadian troops in the United Kingdom will be as laid down for officers and other ranks for the British Forces as published from time to time in Army Council Instructions. The value of the Army ration for officers and other ranks will be as laid down for messing purposes in such instructions.

G.O. 236
1943

(Effective 1st January, 1943.)

(3) A money allowance in lieu of rations at the rate provided for in para. (2) above is authorized for officers and men who are not in receipt of subsistence allowance during periods of absence on ordinary leave, furlough or pass over 48 hours. (*See* Article 793 for allowances on sick leave.)

G.O. 328
1942

(4) A ration in kind or the money allowance in lieu will not be granted in the following cases:—

(a) For officers or soldiers dieted in a military or civil hospital, prison or detention barracks, or in a lunatic asylum.

(b) For officers or soldiers absent without leave for more than twenty-four hours.

G.O. 431
1942

(c) For days on which an officer or soldier receives travelling or subsistence allowance. (Effective 1st July, 1942.)

(5) Except where special allowances are payable, or under circumstances as may from time to time be published, rations in kind will be issued in accordance with the British System. Canadian Units will each receive a book credit for their total ration entitlement, comprising the five component elements set out below:—

G.O. 21
1940

R.A.S.C. Rations,
Commuted Ration Allowance,
Messing Cash Allowance,
Supper Element,
Cutting-Up Allowance,

against which will be offset Treasury payments to the British Government for the value of withdrawals in kind from the R.A.S.C., together with cash payments to the N.A.A.F.I. Under this system, Canadian Units will not be involved in cash transactions.

(6) An amount equal to that which has accrued from the rebate received from N.A.A.F.I., on purchases made from the daily ration cash entitlements and which has been placed to the credit of the Receiver General of Canada, in accordance with the Consolidated Revenue and Audit Act, shall be paid monthly in arrears, to the unit concerned, and shall be deposited in the regimental funds of the unit concerned to be applied to any object that collectively benefits the soldier, such as sports, entertainments, games, concerts, stationery, newspapers and the like, or on grants in aid of messing.

G.O. 144
1940

(Effective 1st November, 1939.)

790.

36644—13½

Claims for Allowance in Lieu of Rations

791. (1) In the United Kingdom the names of officers and other ranks entitled to draw allowance in lieu of rations must be published in Local Command Orders, but this is not necessary in the case of officers in Mess. Individual claims are to be submitted (in triplicate) on Form A.F.P. 1927, quoting Local Command Orders authority, and when signed by the claimant must be certified by the O.C. and Quartermaster of the Unit that rations have not been issued in kind, and, in the case of an officer, that the claimant is not a dining member of a Mess. These claims will then be forwarded to the local Canadian Command Headquarters for certification and transmission to the Senior Officer, Supplies and Transport H.Q. (Overseas). He will recommend the same if in order, and pass to the Chief Paymaster (Overseas).

(2) In the case of claims of 1/9 per diem, payment at this rate will only be allowed if the Officer i/c Supplies, in addition to certifying that rations were not issued, certifies that the issue was impracticable.

Officers' Messes in the United Kingdom—System of Rationing

792. Officers' messes in the United Kingdom will be rationed in accordance with the system as detailed in instructions regarding Supply, Transport and Barrack Services for Canadian Troops in the United Kingdom.

G.O. 21
1940

Sick Leave—Subsistence Allowance

793. (1) Officers on sick leave after discharge from hospital and not accommodated in a Convalescent Hospital or Home where subsistence is provided at the public expense, are entitled to claim \$3.00 per diem from the date of being evacuated from hospital, etc., until date of joining their unit for duty. Claims will be rendered on Form M.F.M. 522, properly certified by the officer making the claim, and approved by his Commanding Officer.

G.O. 178
1944
G.O. 236
1943

(2) Soldiers granted sick leave after discharge from hospital, and not receiving the hospitalization of a Convalescent Home or Institution, will be entitled to \$2.00 per diem subsistence allowance.

G.O. 178
1944

(3) Publication in Part II Daily Orders of sick leave granted to a soldier should state also whether he is entitled to sick leave allowance, which will then be credited in his pay account.

If the soldier is accommodated in a Convalescent Home, etc., while on sick leave and not therefore entitled to the allowance, notation to this effect must be made in Part II Daily Orders.

(4) If an officer or soldier already in receipt of subsistence allowance, is granted sick leave and is ordered by the responsible medical authority to spend such sick leave away from his normal place of residence, he may, if required to retain his quarters during his absence on sick leave, and if eligible therefor, continue to receive such subsistence allowance under the provisions of Article 794 (4), in addition to the allowances authorized in paragraphs (1) and (2) respectively, of this article. (Effective 1st April, 1943.)

(5) Officers and soldiers returning to Canada on sick leave will be entitled to subsistence allowance under the provisions of Article 794.

Subsistence Allowance and Allowance in Lieu of Quarters

794. (1) Officers proceeding to Canada from Overseas at personal expense on sick or ordinary leave will receive, in addition to special or regimental rates of pay, a subsistence allowance of \$1.70 per diem for period of leave; and officers proceeding on leave to Canada at public expense, subsistence allowance of \$1.70 per diem for period in Canada. Soldiers returning to Canada on furlough will be entitled to subsistence allowance of \$1.25 per diem for period in Canada; or in the case of those paying their own passages to Canada, such allowance may be paid for the period of leave.

G.O. 236
1943

(Effective 1st October, 1942.)

(2) IN THE UNITED KINGDOM.—A subsistence allowance at the under-mentioned rates is authorized for officers and other ranks who are required to provide themselves with quarters and rations, and who are not billeted or cannot be provided with accommodation by the Military Authorities.

G.O. 346
1943

(a) When stationed outside the London Postal Area.

Officers (all ranks), \$3 per diem.

Warrant Officers, N.C.O's and Men, \$2.00 per diem.

(b) When stationed within the London Postal Area.

Officers, \$4 per diem.

Warrant Officers, N.C.O's and Men, \$2.50 per diem.

(c) On leave of absence pending retirement or discharge, Article 199, F.R. & I., C.A.S.F. (Canada) will apply.

G.O. 37
1944

(Effective 1st July, 1943.)

(3) OVERSEAS: OUTSIDE UNITED KINGDOM.—Normally Canadian Troops in the Field as regards accommodation and rations are governed by British Regulations published in General Routine Orders from time to time, and only in cases where British Regulations cannot be enforced and the Military Authorities cannot provide the necessary accommodation and rations, will subsistence allowance be granted at the above rates, and then only when specially authorized and a certificate has been given that no billet can be obtained, that no public accommodation is available, and the issue of rations is not practicable or convenient.

(4) ISSUE WHILE ABSENT FROM DUTIES.—(a) An officer or soldier in receipt of subsistence allowance may continue to receive such allowance for a period not exceeding fourteen days while absent from his station on duty, in hospital, on ordinary leave or on sick leave: Provided that an officer or soldier granted leave or furlough pending retirement or discharge may receive the full rate of allowance for the period of such leave up to and including the date of retirement or discharge.

G.O. 126
1945

(b) When quarters are necessarily retained and he is required to pay rent for them beyond fourteen days, an officer or soldier in receipt of subsistence allowance may continue to receive such allowance for a further period not exceeding sixteen days while absent from his station on duty, in hospital, on ordinary leave or on sick leave.

(c) When an officer or soldier necessarily retains his quarters and he is required to pay rent for them beyond thirty days while absent from his station on duty, in hospital, on ordinary leave or on sick leave, he may forward an application, through his commanding officer, for the allowance to be continued, and if such application be recommended and approved by the DQMG, Canadian Military Headquarters in the United Kingdom or his representative in a theatre of operations, as the case may be, the allowance at half rate may be continued for a further period not exceeding sixty days.

(d) In no case shall subsistence allowance be continued at full and half rates, as herein provided, for a total continuous period of more than ninety days.

(e) When an officer or soldier in receipt of subsistence allowance is paid travelling allowance for a period in excess of fourteen days and is not eligible to continue to receive subsistence allowance under the provisions of the four preceding sub-paragraphs of this article, the daily rate of subsistence allowance is to be deducted on his travelling claim for each day beyond fourteen.

(Effective 10th April, 1945.)

(5) ALLOWANCE IN LIEU OF QUARTERS OR BILLET.—In the United Kingdom officers will be granted an allowance of \$1.70 and soldiers 85 cents per day, when duly authorized to provide their own accommodation, if accommodation cannot be supplied by the Military Authorities and the officer is issued with free rations in kind.

At places overseas outside the United Kingdom, if an officer or soldier is issued with free rations in kind, but is required to provide his own billet, he will be paid the allowance in lieu of billet at the rates and under the conditions authorized by General Routine Orders in force governing this allowance.

(6) WHEN QUARTERS OR BILLET ONLY IS PROVIDED.—If an officer or other rank is provided with quarters or billet only, but not issued with rations in kind, the authorized rate of money allowance in lieu of rations will be payable instead of subsistence allowance.

Applications for Permission to Draw Subsistence Allowance

795. (1) Applications to draw subsistence allowance in the United Kingdom will be submitted to the headquarters of the local Canadian Command in which the officer or man is stationed, and will contain the following particulars:—

- (a) Regimental number, initials, name, rank and unit of applicant.
- (b) Present employment.
- (c) Date from which allowance is desired.
- (d) Certificate from Officer Commanding the unit to which applicant belongs that:—
 - (i) No government quarters are available, including hutments and tentage.
 - (ii) That the applicant is not in receipt of Government rations nor allowances in lieu thereof, and is not messing with any Military Unit.

(2) Officers Commanding Troops are reminded that in view of the extra cost involved to the Canadian public by payment of this allowance, they will be held responsible that no authority to draw subsistence allowance is given unless Government accommodation is not available. Personal convenience is not to be taken into consideration.

Claims for Subsistence Allowance

796. Officers and soldiers authorized to draw subsistence allowance, must claim the allowance on Form M.F.M. 522.

Claims in such cases must be rendered in triplicate, properly certified by the C.O., signed by each claimant, and after completion will be forwarded to the Senior Officer, Supplies and Transport, Headquarters (Overseas), for examination and transmission to the Chief Paymaster (Overseas).

1. The first part of the report is devoted to a general survey of the situation in the country. It is a very interesting and valuable contribution to the knowledge of the country and its people.

2. The second part of the report is devoted to a detailed description of the various districts of the country. It is a very interesting and valuable contribution to the knowledge of the country and its people.

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9. The ninth part of the report is devoted to a detailed description of the various districts of the country. It is a very interesting and valuable contribution to the knowledge of the country and its people.

Entertainment Allowance

797. (1) An allowance not exceeding the following amounts is authorized for the entertainment of official guests:— G.O. 37
1942

(a) For the Canadian Corps, an annual amount equivalent to \$1,200 multiplied by the number of divisions serving thereunder plus the sum of \$1,800.

(b) For Canadian Military Headquarters, including formations thereunder, \$2,400 per annum.

(2) Expenditures, not exceeding the annual amounts provided in paragraph (1) may be authorized only by the Corps Commander in respect of the allowance for the Canadian Corps and by the Senior Combatant Officer, C.M.H.Q., in respect of that for Canadian Military Headquarters.

(3) Claims for expenditures so incurred may be paid monthly in arrears. They are to be submitted on M.F.M. 522, duly approved by the Corps Commander or by the Senior Combatant Officer, C.M.H.Q., as the case may be, and supported by properly certified accounts.

(Effective 1st December, 1941.)

Servant Allowance

798. (1) Officers attached to units of the British Army or attending British Army Schools, where the service of a civilian servant are provided and made a personal charge against such officers, may be reimbursed the amount so charged, up to a maximum of 50 cents per diem, by submitting a claim on M.F.M. 527, in duplicate, duly certified by the officer making the claim that the expenditure was necessarily and actually incurred. G.O. 163
1940

(2) At stations where, in accordance with British Regulations, the employment of a European soldier as servant or groom is prohibited, an officer will not employ a soldier as servant or groom. While serving at such stations an officer may be granted in lieu an allowance at the same rate and under the same conditions as provided by the Regulations for the Allowances of the Army (British). G.O. 204
1942

The publication in Part II Orders of the entitlement thereto and the rate thereof will be authority to credit the account of the officer concerned.

This allowance will not be granted for any period of leave, with or without pay, or time spent in hospital.

(Effective 1st June, 1942.)

Grants to Bands

799. (1) A grant not exceeding \$200 shall be made yearly to authorized bands of active units and formations of the Canadian Army for the purchase of music and the repair and replacement of parts of band instruments. This grant will be paid annually in advance on the 1st April each year. Claims will be submitted on M.F.M. 522. (Effective 1st April, 1941.) G.O. 119
1941

(2) An additional grant shall be made to such bands for each month of service performed in a theatre of war, and proportionately for a period of less than a month, in an amount computed on the basis of \$25 per month. G.O. 29
1945

(3) Claims for these grants will be submitted on M.F.M. 522. (Effective 1st April, 1944.)

Grants Officers' Messes

800. (1) Necessary items of crockery, linen, silverware, chairs easy, and chesterfields, not ordinarily issued by Canadian Barrack Services, will be provided through Ordnance for Officers' Messes but the total value of the items so provided shall not exceed the following amounts in the case of Messes accommodating:— G.O. 126
1941

36644—14½

THE HISTORY OF THE

The history of the world is a long and tedious story, and it is not possible to tell it in a few words. It is a story of many ages, of many nations, and of many events. It is a story of the rise and fall of empires, of the growth of civilization, and of the progress of knowledge. It is a story of the human race, and of the things that have made it what it is today.

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Under 15 officers	\$200
Over 15 officers and up to 30 officers.....	300
Over 30 officers and up to 60 officers.....	400
Over 60 officers	500

(2) The numbers will be based on the authorized establishment (including Staff and Officers in training). Once such equipment, etc., has been provided, no further issue on account of increase in staff or candidates will be made unless specially authorized.

(3) Such issues will only be made in cases where a new Mess has to be established or in the case of existing Messes when similar items have not already been provided from other sources.

(4) Such equipment, etc., is the property of the Crown and will be accounted for through Canadian Barrack Services and when Messes cease to exist or are closed for any length of time, will be handed over to the Canadian Barrack Services for storage or further issue as required.

(5) Requisitions for such equipment, etc., will be approved by the Senior Officer, Canadian Military Headquarters, before purchase is made.

(Effective 10th May, 1941.)

(6) As an alternative to the above, the Senior Officer, Canadian Military Headquarters, may at his discretion, in case of need or when in the best interests of the public, authorize rental of the items referred to in sub-para. (1), up to the following amounts:—

Messes Accommodating	Per Annum
Under 15 officers	\$ 50 00
Over 15 officers and up to 30 officers.....	75 00
Over 30 officers and up to 60 officers.....	100 00
Over 60 officers	125 00

(Effective 1st August, 1941.)

Allowances Prisoners of War and Interned Personnel

801. In addition to any pay and allowances to which they may be entitled under these regulations, accounts of officers and other ranks taken prisoners of war or interned will be credited with any allowance specially authorized by British regulations from time to time in force for British personnel who are prisoners of war or interned.

(Effective 26th August, 1939.)

Personnel Attached to Forces Serving Overseas beyond the United Kingdom

802. (1) Personnel attached to the Royal Canadian Air Force and serving beyond Canada, the United States of America, Newfoundland, Labrador, Alaska and the United Kingdom shall be entitled to allowances, other than dependents' allowances and outfit allowances, in accordance with the regulations from time to time in force for the Royal Canadian Air Force. (Effective 1st May, 1943.)

(2) A Canadian officer serving with a unit of His Majesty's Forces raised in United Kingdom beyond Canada, the United States of America, Newfoundland, Labrador, Alaska and the United Kingdom, other than in India or elsewhere where the Indian Code applies, shall be entitled to allowances (except Dependents', Outfit, Field, Colonial, Far East and Mediterranean Allowances), at single rates as authorized for a British officer of equivalent appointment or rank in the same Arm and serving under the same conditions.

(3) (a) A Canadian officer serving outside of Canada, the United Kingdom, the United States of America, Newfoundland, Labrador or where the Indian Code applies, if attached individually to or serving with a unit or formation which is attached to an Allied Force or to one of His Majesty's Forces other than those raised in the United Kingdom shall be entitled to an allowance equivalent to the official prescribed charges of that Force for messing and/or accommodation actually incurred by him.

(b) (i) Officers attached individually will claim reimbursement of actual charges by submission of a General Allowance Claim.

G.O. 362
1945

(ii) Officers serving with a unit or formation will receive reimbursement by credit to their pay accounts upon publication of entitlement and the rate charged in Part II Orders. (Effective 1st November, 1945.)

(4) A Canadian soldier serving with other than Canadian Units beyond Canada, the United States of America, Newfoundland, Labrador, Alaska and the United Kingdom, other than in India or elsewhere where the Indian Code applies, shall be entitled to allowances (except Dependents', Field, Colonial, Far East and Mediterranean Allowances) at single rates as authorized for a British soldier of equivalent rank in the same Arm and serving under the same conditions.

G.O. 532
1944

803.

804.

PART XXXVI**TRANSPORT AND TRAVELLING REGULATIONS****(Articles 805-824)**

- 805.** Application of Pay and Allowance Regulations.
- 806.** Use of Railway Warrants and Accommodation Provided.
- 807.**
- 808.** Allowances on Ocean Voyages.
- 809.** Officers on Leave Detained at Embarkation Ports.
- 810.** Restrictions Governing Travelling Allowance.
- 811.** Soldiers Proceeding on Temporary Duty to the Field
- 812.** Soldiers Travelling in the Field.
- 812A.** Parties Travelling by Road or Railway.
- 813.** Travelling Claims.
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PART XXXVI

TRANSPORT AND TRAVELLING REGULATIONS

Application of Pay and Allowance Regulations

805. Subject to the restrictions and modifications contained in Articles 806 to 814 (or such other articles as may be applicable) of these regulations, the provisions of Articles 90, 91, 94, 99, 100 and 101 (b) "Pay and Allowance Regulations for the Permanent and Non-Permanent Active Militia 1937" in regard to transport and travelling expenses will apply to members of the Canadian Army Overseas.

G.O. 236
1943

Use of Railway Warrants and Accommodation Provided

806. (1) When an officer or soldier is authorized to travel at the public expense, a railway warrant must be obtained for the journey. If a warrant is not used, individuals will only be reimbursed the cost of their transport at Government rates according to the authorized scale.

(2) The following class of accommodation is authorized for officers and soldiers:—

	<i>By Rail</i>		<i>By Sea</i>	G.O. 38
	In Canada	Overseas		1940
Officers	First	First	Cabin	
Warrant Officers, Class I.....	First	Second	Cabin	
W.O's Class II and III, and N.C.O's of Sergeant's rank and above....	First	Second	Tourist	
Rank and File.....	Second	Third	Third	

(3) If a second-class accommodation is not provided by the Company, warrant officers and N.C.O's of Sergeant's rank and above will be issued with third-class.

(4) A superior class of accommodation may be assigned to invalids upon the recommendation of a Medical Officer.

(5) Claims for berths are authorized where night journeys of more than four hours duration are necessarily made, and receipts for the amount involved submitted with claim.

G.O. 34
1940

(Effective 1st November, 1939.)

(6) In the movement of units or drafts, all other ranks will be provided with third class railway accommodation overseas.

(Effective 1st November, 1939.)

807.

Allowances on Ocean Voyages

808. (1) Travelling Allowances are not authorized on ocean voyages.

(2) Steward's fees will be allowed up to a maximum of \$10 for officers and \$5 for warrant officers, Class I. This does not apply when travelling with units on transports or troopships as such, or when travelling on leave.

Officers on Leave Detained at Embarkation Ports

809. (1) If an officer on leave returning to, or proceeding from the Field, is detained at a port of embarkation where Canadian troops are quartered, he will apply to the headquarters of such Canadian troops for accommodation; in other cases to the Commandant of the rest camp at the port. If given accommodation at the rest camp, etc., where messing facilities are available, no travelling allowance will be admissible, but if billeted at a hotel (i.e. provided with lodging and attendance) as additional expenses will necessarily be incurred by the officer, a daily rate of travelling allowance of \$1.50 per diem will be paid, but in such cases

the certificate of the Officer Commanding the rest camp, etc., must be attached to the claim, showing that the officer applied for but could not be furnished with accommodation.

(2) If an officer is not provided with lodging and attendance but is accommodated in a leave hostel, he will be paid the sum of 12 shillings 6 pence for each night so detained to cover the cost of lodging and meals.

G.O. 199
1945

Restrictions Governing Travelling Allowance

810. (1) Officers and soldiers, when proceeding on duty from their stations under military orders and who are not provided with quarters paid for from public funds and/or for whom rations are not issued, will be entitled to the following allowances in the circumstances indicated.

(2) For periods of duty not exceeding 30 days in one place.

(a) If accommodation in public quarters is not available and rations are not issued, travelling allowances under Article 90, Pay and Allowance Regulations, 1937, will apply.

(b) If accommodation in public quarters is not available but rations are issued.

	For period not exceed- ing 15 days in one place	After 15 days in one place and for a further period not exceeding 15 days	G.O. 435 1944
Colonel and above	\$5 00	\$3 00	
Lieut.-Col. and Major	4 50	2 50	
Captain and Lieutenant	4 00	2 50	
Warrant Officer, Class I and II, and Non- Commissioned Officer not below rank of Sergeant	3 50	2 00	
Ranks below Sergeant	2 00	1 25	
(c) If accommodation in public quarters is available but rations are not issued.			
Colonel and above	3 00	2 00	
Lieut.-Col. and Major	2 50	1 50	
Captain and Lieutenant	2 00	1 50	
Warrant Officer, Class I and II, and Non- Commissioned Officer not below rank of Sergeant	1 50	1 00	
Ranks below Sergeant	1 50	1 00	

(3) For periods of duty exceeding 30 days in one place travelling allowances under para. (2) hereof will be discontinued and the following allowances will apply commencing the thirty-first day.

(a) If accommodation in public quarters is not available and rations are not issued, the allowances under Article 794 (2) of these Regulations will apply.

(b) If accommodation in public quarters is not available but rations are issued, the allowances under Article 794 (5) of these Regulations will apply.

(c) If accommodation in public quarters is available but rations are not issued, the allowances under Article 789 (2) of these Regulations will apply, except where messing facilities do not exist and it is necessary to obtain meals at an hotel or restaurant when the following allowances will be payable:—

Officers	\$1 70 per diem
Other Ranks	1 00 per diem

(Effective 13th September, 1944.)

Soldiers Proceeding on Temporary Duty to the Field

811. Warrant officers and N.C.Os. proceeding on conducting duty, or other temporary duty to the Field, are not entitled to claim any allowance on the outward journey as rations must be carried. Quarters and rations are provided during detention in the Field, but a special inclusive allowance of 50 cents per diem may be claimed to cover mess fees for period of detention at the Base Camp. Travelling allowance may be claimed for the return journey from the Field, as rations are not issued. Hour of departure from Base Camp in the Field and hour of arrival at station in the United Kingdom must be stated on the claim.

Soldiers Travelling in the Field

812. (1) Whenever possible, soldiers travelling on duty in the Field must carry rations, but in cases where this is not practicable, the sum of 40 cents will be allowed for each meal necessarily required to be obtained, provided that the total daily amount for subsistence in such cases shall not exceed \$1.00.

(2) If accommodation cannot be provided by local authorities, an additional allowance of 50 cents a night will be paid for each night's absence.

(3) If a soldier is travelling on duty with an officer, the latter will settle the soldier's claim and obtain refund for the expenditure on his own travelling claim.

Parties Travelling by Road or Railway

812A. (1) A special rate of travelling allowance of 1/6d. per head per day is authorized for parties travelling by road or railway in the United Kingdom, without the means of doing their own cooking, and provided the journey is of a duration of more than eight hours.

G.O. 236

1943

(2) This allowance is in addition to, and not in substitution of, the normal ration entitlement, and will be expended as follows: 9d. per head will be used by the Messing Officer to improve the haversack ration for the day of the journey by purchases from the N.A.A.F.I. or other sources and 9d. per head will be handed to the Officer or N.C.O. in charge of the party, to be spent en route on hot or cold soft drinks.

G.O. 94

1942

(3) Claims for this allowance will be submitted in favour of the Messing Officer and certified by the Officer Commanding the Unit to the effect that the numbers claimed for actually proceeded by road on duty for a journey in excess of eight hours duration, and that the amount claimed was utilized for the purpose indicated in sub-paragraph (2) above. (Effective 17th December, 1941.)

Travelling Claims

813. All travelling claims are to be prepared in the following manner and submitted for payment as soon as possible after the completion of journey:—

- (1) Claims are to be submitted on Form M.F.M. 525 (in triplicate) typewritten if possible, and all particulars required by the form must be complied with.
- (2) The date and hour of departure from claimant's station and date and hour of return, must be shown for each journey, and the nature of service and authority for the journey must be quoted on the claim.
- (3) Claims for travelling allowance exceeding seven days in an area where Canadian troops are quartered, or while on duty at a Canadian hospital or school of Instruction, must be supported by a certificate from Command Headquarters, or Officer Commanding,

1. The first part of the paper discusses the importance of the study of the history of the United States. It is argued that a knowledge of the past is essential for a full understanding of the present and for the development of a sound policy for the future. The author points out that the study of history is not only a means of acquiring knowledge, but also a means of developing the ability to think critically and to make sound judgments.

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etc., that quarters and rations were not available. For periods of seven days or less, similar certificate by the claimant must be given on the claim; this also applies to claims for detention at embarkation ports.

- (4) Claims must be certified by the Commanding Officer of the claimant's unit, or head of his branch, as the case may be.
- (5) Claims for officers and men in the United Kingdom are to be forwarded to Canadian Military Headquarters, for certification by the Senior Officer, Supplies and Transport and transmission to the Chief Paymaster, (Overseas).
- (6) Claims for officers and men serving in the Field are to be forwarded to the headquarters of the divisional formation, or in the case of units on lines of communication, etc., direct to the Paymaster, Canadian Troops.
- (7) After a travelling claim has been settled, no subsequent adjustment of rates will be made consequent on any ante-dated promotion or relinquishment of rank or appointment, published after payment of the claim.

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Hire of Transport

814. The hiring of transport in a Command Overseas will only be approved in most exceptional circumstances, and then only on the direct authority of the Officer Commanding, local command. Transport so arranged for must be reported at once to the Senior Officer, Supplies and Transport, together with a statement as to the necessity of hiring. All accounts for hired transport must be certified by the Officer Commanding, local command, and rendered promptly each month to the Senior Officer, Supplies and Transport.

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PART XXXVII
MISCELLANEOUS
(Articles 825-844)

- 825.** Employment of Civilian Medical Practitioners.
- 826.** Secret Service and Intelligence Expenses.
- 827.** Settlement of Regimental Accounts of Units proceeding Overseas from the United Kingdom.
- 828.** Funeral Expenses Overseas, Other than in Newfoundland and Stations not Under the Control of Overseas Authorities.
- 829.** Funeral Expenses in the Field.
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- 831.** Procedure on Death of Personnel of the Canadian Army Overseas.
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PART XXXVII

MISCELLANEOUS

Employment of Civilian Medical Practitioners

825. (1) A soldier on furlough who requires medical aid must, whenever practicable, report sick to the nearest Military Hospital. When this is not possible, he may apply to a civilian medical practitioner to whom he will show his furlough paper, on the back of which the necessary instructions are printed.

(2) The soldier will at once report by letter to his Commanding Officer when he has employed a civilian medical practitioner. The Commanding Officer will, in every case, communicate at once with the Senior Medical Officer of the area, in which the soldier is temporarily residing, so that if necessary and practicable, arrangements may be made for the soldier's removal to the nearest military hospital.

(3) Claims for medical attendance of soldiers on furlough will be submitted on Form A.F.O. 1667.

(4) An officer on leave requiring medical assistance will also comply with these instructions as to reporting to the nearest military hospital and to his Commanding Officer.

(5) In cases where the above instructions have not been complied with, claims for the employment of a civilian medical practitioner will not be accepted as a charge against the public.

Secret Service and Intelligence Expenses

826. When expenditure is necessarily incurred for Secret Service and Intelligence work, the claim in respect thereof, will be supported by the personal certificate of the G.O.C., or the officer deputed by him, as the case may be, that the expenditure was incurred under his orders, that it was strictly for Secret Service or Intelligence work, and that it contains no personal emolument paid to any officer or soldier of the Force.

Settlement of Regimental Accounts of Units Proceeding Overseas from the United Kingdom

827. Prior to a unit proceeding overseas from the United Kingdom, the Officer Commanding the area in which the unit is serving will ensure that one officer and one other rank, members of the unit concerned, are retained in the United Kingdom for the purpose of winding up the unit's regimental accounts.

This officer will be given the custody of all books and records pertaining to regimental and messing funds, and vested with the authority necessary to adjust all accounts, settle outstanding liabilities, make an accounting for public funds, and obtain a Clearance Certificate for these funds before rejoining his unit in the Field.

Funeral Expenses Overseas, other than in Newfoundland and Stations not Under the Control of Overseas Authorities

G.O. 260
1942

828. The funeral arrangements and provision of separate grave space for officers and men of the Forces who die or are killed in action overseas, other than in Newfoundland and stations not under the control of Overseas authorities, may be carried out under the following general conditions, though it will be optional for relatives or friends of the deceased, provided the military situation permits, to take over the whole arrangements for the funeral, bearing the whole cost themselves, without reference to the conditions herein laid down.

THE HISTORY

OF THE

REPUBLIC OF THE UNITED STATES

The history of the United States is a story of growth and development. From a small collection of colonies on the eastern coast, it grew into a vast nation spanning a continent. The early years were marked by struggle and conflict, as the colonies fought for independence from British rule. The American Revolution was a turning point in the nation's history, leading to the establishment of a new government based on the principles of liberty and democracy. The years following the Revolution were a period of rapid growth and expansion. The nation's territory increased significantly, and its population grew steadily. The United States emerged as a major power in the world, with a strong economy and a growing influence in international affairs. The nation's history is a testament to the power of the American dream and the values of freedom and opportunity.

THE AMERICAN REVOLUTION

The American Revolution was a pivotal moment in the nation's history. It was a struggle for independence from British rule, fought by a group of brave men and women who believed in the principles of liberty and democracy. The revolution began in 1775, when the colonies declared their independence from Britain. The fighting continued for several years, with the British eventually surrendering to the Continental Army in 1781. The revolution ended in 1783, with the signing of the Treaty of Paris, which recognized the United States as an independent nation.

THE CONSTITUTION AND THE EARLY YEARS

The Constitution is the foundation of the United States government. It was drafted in 1787 and ratified in 1788. The Constitution established a system of government based on the separation of powers, with three branches: the executive, the legislative, and the judicial. The executive branch is headed by the President, who is elected by the people. The legislative branch is made up of the House of Representatives and the Senate, which are elected by the people. The judicial branch is headed by the Supreme Court, which is appointed by the President and confirmed by the Senate. The Constitution also guarantees certain rights to the people, such as the right to free speech and the right to a fair trial. The early years of the United States were a period of rapid growth and development. The nation's territory increased significantly, and its population grew steadily. The United States emerged as a major power in the world, with a strong economy and a growing influence in international affairs.

THE AMERICAN WEST AND THE FRONTIERS

The American West is a region of the United States that is characterized by its vast, open spaces and its rich history. The West was first explored by Spanish and French explorers in the 16th and 17th centuries. It was later settled by American pioneers in the 18th and 19th centuries. The West was a land of opportunity and adventure, where people could make their fortunes and build a new life. The West was also a land of conflict, as pioneers fought with Native Americans over land and resources. The West played a major role in the development of the United States, as it provided a source of raw materials and a market for goods. The West is still an important part of the United States today, with its unique culture and history.

General Conditions

(1) A separate grave space will be provided, so far as the military situation permits, by the Military Authorities for each officer or man.

(2) As far as possible arrangements will be made for the concentration of burials in one or more selected cemeteries.

(3) The charges admissible for funeral expenses will be limited to a maximum of £10, plus cost of transportation of remains from place of death to nearest Canadian concentration cemetery.

(a) As far as possible funerals will be carried out under contract, either with one or more Undertaking concerns, who will arrange to carry out funerals at distant points through their own agency connections at the agreed contract prices or through a number of approved undertaking concerns at contract prices approved by the Military Authorities.

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(b) Deceased officers and men will be buried in a standard coffin of specified design to be approved by the Military Authorities, except where, on the certificate of a Medical Officer, a zinc lined coffin (or similar coffin for the purpose of hermetical sealing) is required, when this may be supplied at an approved contract price.

(4) When there are relatives or friends of the deceased who, though not prepared to take over the arrangements and the cost in their entirety, are nevertheless desirous of arranging for the burial at a place of their own choosing, the financial assistance will be limited as follows:—

To the amount, up to a maximum of £10, which would have been expended on the funeral of the deceased at the prevailing approved contract price, plus the cost of transportation (if any) of the remains to the nearest Canadian concentration cemetery.

(5) The financial procedure for the above will be as follows:—

(a) Where arrangements for a funeral are made, the officer i/c of the hospital, casualty clearing station or field dressing station at which the person dies, or the Officer Commanding his unit where death does not occur in hospital, will certify on the account to the effect that the service for which the claim is made has been duly performed and the prices are fair and reasonable.

(b) If arrangements are made by the relatives, receipted accounts so incurred will be forwarded by them to the officer in charge of the hospital, or the Officer Commanding as in para. (a), who will certify in the manner laid down as above.

(c) These accounts, in duplicate, will be forwarded immediately, when certified, to Headquarters of the Force concerned for further action.

(d) Full particulars must be given on the claim as to the unit, regimental number, name and rank of deceased.

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(6) Bodies or ashes of cremated remains of personnel of the Canadian Army who die while serving at points outside Canada or the United States of America will not, under any circumstances, be returned from overseas for interment during the present period of hostilities, either at public expense or at the request of relatives. (Effective 15th November, 1939.)

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1944

(7) When the next-of-kin requests cremation of the remains, all or a portion of the cost of such cremation may be paid provided the total expenditure from public funds shall not exceed the amount which would have been incurred had the remains been buried as otherwise provided for under these regulations. (Effective 28th March, 1944.)

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Funeral Expenses in the Field

829. Actual expenses when necessarily incurred for the burial of officers and soldiers in the Field will be allowed, not exceeding in any case the equivalent of any amounts authorized by Article 828.

Wills

830. (1) If an officer or soldier has not made a will before leaving Canada, it is most important that wills made after leaving Canada should be filed with the Officer i/c Records, C.A.S.F. (Overseas). The fact that officers or soldiers can make an informal will, either by word of mouth or by an informal written document, renders it most advisable that every precaution should be taken regarding any statement or writing they have made regarding the disposition of their estate, if for no other reason than the fact that after death relatives may set up verbal wills by which they may claim the money and effects of a deceased officer or soldier.

(2) All wills received for safe keeping are filed with the Officer i/c Records either in Ottawa or Overseas. Should an officer or soldier desire to change his will at any time, all he requires to do is to execute a new will and ask his Paymaster to forward it to the Officer i/c Records. All wills should be dated

(3) It is the duty of the Paymaster to examine the Soldier's Service and Pay Book to ascertain if any will is contained therein, and if so to remove the same and forward it to the Officer i/c Records. When a will has been removed from the Service and Pay Book, the Paymaster must make an entry as to the date it was forwarded and to whom. Should the will be undated, the Paymaster will make a note on the back thereof the date of the issue of the book.

Procedure on Death of Personnel of the Canadian Army Overseas

831. (1) Notwithstanding the provisions of the Regulations for the Administration and Distribution of Naval, Military and Air Force Estates made and established by Order in Council dated 19th March, 1940, P.C. 1065, the service estates of personnel who die while serving overseas with those military forces of Canada which are controlled or administered by or through C.M.H.Q. in Great Britain will be dealt with overseas as hereinafter provided.

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(2) *Definitions.*

In this Article—

- (a) "*Service estate*" in respect of a deceased member means that part of his personal estate which consists of balance of pay and allowances and other emoluments emanating from the Crown which at the date of death are due or otherwise payable, and effects issued by the Crown, which, under Regulations, he is permitted to retain, and all personal belongings including cash found on the deceased, and in camp, quarters, or billets or otherwise in the custody of the Service authorities, and the amount at credit in any account of the deceased in the General Post Office or any bank or other financial institution overseas which under the regulations in force from time to time, the Administrator of Estates, N.D.H.Q., or other official is authorized to withdraw (within the authorized limit) into Receiver General of Canada account for credit to the deceased's pay account.
- (b) "*Preferential Charges*" are debts due by the deceased as shown hereunder. They are a first charge or lien on the Service estate and are payable in preference to all other debts and liabilities in the order shown:—

(i) Quarters, board and lodging.

(ii) Mess, canteen, band and like Service accounts.

- (iii) Charges, not exceeding the value thereof, for repairs, alterations and the like to articles belonging to the deceased on which a possessory lien is claimed for such charges.
 - (iv) The amount, not exceeding the value thereof, required to redeem articles pawned or otherwise pledged as security for an advance.
 - (v) Expenses and liens in respect of surplus effects privately stored.
 - (vi) Claims by the Canadian Government arising out of or connected with the service of the deceased in the Canadian Army.
 - (vii) Military clothing, appointments and equipment not exceeding a sum equal to 6 months pay of the deceased and having become due within 18 months before his death, and for repairs and alterations thereto.
- (c) "*Officer i/c Estates*" means the Officer i/c Estates, Canadian Army Overseas, at C.M.H.Q.

(3) *Committees of Adjustment.*

(a) *In the Unit,*

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- (i) *Appointment.* An Officer will be appointed by the O.C. Unit to act as a Committee of Adjustment. When practicable, he will be not below the rank of Captain, or if the deceased was an officer, not below the rank of Major. An O.C. may appoint an officer to act as a Standing Committee of Adjustment and may appoint more than one officer to act in such capacity, each of whom shall act as a Standing Committee of Adjustment.
- (ii) *Effects.* The Committee will secure all the personal effects of the deceased within the unit and its area and make an inventory thereof excepting those unserviceable articles destroyed or dealt with as salvage and any consumable articles and articles identified as gifts from the Red Cross Society and similar organizations,—(these consumables and gifts will be distributed among the comrades of the deceased).
- (iii) *Military Clothing and Equipment.* Public clothing and equipment will be returned to Q.M. Stores together with any articles of this nature *privately owned* by the deceased but which are required by the Service, the value of the latter to be credited to the deceased's pay account.
- (iv) *Credits.* The Committee will endeavour to ascertain all private claims owing to the deceased and collect those due in the unit and its immediate locality. Claims of the deceased against the public funds (travelling claim, etc.), will be made by his Commanding Officer on his behalf for subsequent inclusion in his Service estate.
- (v) *Preferential Charges.* The Committee will obtain itemized accounts of all preferential charges against the Service estate of the deceased and after verifying same pay such of same as are due within the unit and its immediate locality out of the cash of the deceased. (See sub-para. (viii) below.)
- (vi) *Ordinary Debts.* The Committee will obtain itemized accounts of all ordinary debts owing by the deceased, verify same, and if, after allowing for *all* preferential charges wherever payable of which it has notice, it has enough cash as hereinafter provided remaining at its disposal to pay *all* verified ordinary debts of which it has notice, it will pay such of same as are due within the unit and its immediate locality,—otherwise it will pay none.

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(NOTE.—All accounts under both sub-paras. (v) and (vi) which are not payable within the Unit and its immediate locality

will be marked by the Committee as (a) recommended for payment or (b) disputed. Full particulars will be given of all disputed accounts. All such accounts will be dealt with by the Officer i/c Estates. *See* sub-para. (x) below.)

- (vii) *Sale of Effects.* Personal effects may be sold by the Committee in order to pay preferential charges in full and also when, in the opinion of the C.O., the exigencies of the Service make it desirable to do so, provided that no such sale shall include articles of a sentimental or religious nature which will be reserved for distribution by the Estates Branch to the next-of-kin.
- (viii) *Cash.* The cash found on the deceased's person, in his effects, realized from any sale of effects and collected on private claims, less the amount, if any, paid out on preferential charges and ordinary debts, will be turned over to the Unit Paymaster for credit to the deceased's pay account.
- (ix) *Forwarding of Effects.* The Committee will forward the personal effects except those disposed of under sub-para. (vii) to the Officer i/c Estates (through Canadian Section G.H.Q., 2nd Echelon if death occurs outside the United Kingdom), the articles of sentimental or religious nature and personal papers and documents to be separately forwarded by registered post. No personal effects may be delivered direct to the next-of-kin.
- (x) *Report.* The Committee will prepare its report in such form as may be prescribed and forward same with inventories and accounts as exhibits thereto and Officers Record of Service Book or Soldier's Service and Pay Book MBM I, Parts I and II, by registered post to the Officer i/c Estates (through Canadian Section G.H.Q., 2nd Echelon if death occurs outside the United Kingdom).

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(b) *At 2nd Echelon.*

Where death occurs outside the United Kingdom. A Standing Committee shall be constituted at Canadian Section G.H.Q. 2nd Echelon in accordance with para. 3(a)(i) hereof and this Committee shall take such action in accordance with the provisions of sub-para. (a) hereof as may be necessary and practicable to implement the action taken at the unit.

(c) *At C.M.H.Q.*

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One or more C.M.H.Q. Standing Committees may be constituted under the authority of the Senior Officer C.M.H.Q. to operate under the direction of Officer i/c Estates and to perform such duties not inconsistent with the provisions of this Article as may be allocated to it by the Officer i/c Estates.

(4) *Officer i/c Estates*

(a) *Responsibilities.*

The responsibilities of the Officer i/c Estates will include:—

- (i) The securing of any assets of Service estates not secured by Unit Committees of Adjustment and the Standing Committee of Adjustment at 2nd Echelon, including surplus kit privately stored in the United Kingdom, of which he has notice.
- (ii) The sale or other disposition of any personal effects, except those of sentimental value referred to in para. 3(a)(vii), which were not sold as hereinbefore provided by Unit Committees of Adjustment or the Standing Committee of Adjustment at 2nd Echelon.

- (iii) The payment of preferential charges and ordinary debts recommended for payment by Unit Committees of Adjustment or the Standing Committee of Adjustment at 2nd Echelon, and any others which appear to him to be properly due and owing. Payment will be made by cheques which will be issued on his requisition and charged to the pay account of the deceased by the Chief Treasury Officer Overseas.
- (iv) The forwarding of personal effects to persons entitled thereto residing in the United Kingdom and in all other cases to the Administrator of Estates, N.D.H.Q.
- (v) The furnishing of Last Pay Certificates and reports of all action taken under this Article to the Administrator of Estates, N.D.H.Q., who will determine the legal entitlement to and make final settlement of all Service estates.

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(b) *Authority.*

The Officer i/c Estates will function as the representative of the Administrator of Estates, N.D.H.Q., with the Canadian Army Overseas. In the performance of his duties as set out in this Article and in accordance with any directions issued to him by the Administrator of Estates, N.D.H.Q., he will have the same rights, powers and immunities as the Administrator of Estates.

(5) *Senior Officer C.M.H.Q.*

The Senior Officer, C.M.H.Q., shall have power to issue such orders and instructions as to procedure as are consistent with and necessary to give effect to the principles set out in this Article and the spirit and intent thereof.

(6) *Application of this Article.*

Regulations for the Administration and Distribution of Naval, Military and Air Force Estates 1940, made and established by Order in Council dated 19th March, 1940, P.C. 1065 and any amendments thereto shall, save where same are inconsistent with this Order, continue to apply in respect to estates of deceased personnel of the Canadian Army Overseas. (Effective 1st August, 1942.)

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Procedure in the Case of Personnel Reported Missing, Interned, or Prisoners of War

832. (1) The provisions of Article 831 shall apply *mutatis mutandis* in the case of personnel reported missing, interned or prisoners of war EXCEPT that the Service estate shall specifically exclude the amount at credit in any account of such personnel in the General Post Office or any bank or other financial institution overseas, that NO personal effects will be sold and NO preferential charges or ordinary debts will be paid other than by or on the authority of the Officer i/c Estates Overseas as hereinafter provided.

(2) *Duties and Powers of Officer i/c Estates.*

The duties and powers of the Officer i/c Estates in the cases of personnel reported missing, interned or prisoners of war shall be as follows:—

(a) *Service Estate.*

He may direct,

- (i) The sale or other disposition of bulky articles of personal effects which cannot conveniently be shipped.
- (ii) The handing over or other disposition of any of the Service estate of an internee or prisoner of war in accordance with any written authority received from him.



- (iii) The handing over of any or all such Service estate to any person who produces written authority from the internee or prisoner of war, which the Officer i/c Estates considers sufficient in the premises; provided that in his discretion the Officer i/c Estates may require such person to sign a form of indemnity.
- (iv) The disposition of the Service estate of an officer or soldier reported missing, in accordance with the directions of the Administrator of Estates, N.D.H.Q., who is hereby authorized to issue such directions.

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(b) Preferential Charges and Ordinary Debts.

He may pay out of the Service estate of the officer or soldier any of the preferential charges listed in para. 2 (b) of Article 831 except those mentioned in sub-para. (vii) thereof. Where the officer or soldier is an internee or prisoner of war he will send to him a statement containing particulars of all known preferential charges and ordinary debts, designating any preferential charges that may have been paid as aforesaid, with a notice that he is entitled to dispute any items shown on the statement and a request for instructions in regard to payment out of his pay account of the remaining items thereof.

(3) Action upon Rejoining.

Upon any such officer or soldier subsequently rejoining a unit of the Canadian Army the Officer i/c Estates will either cause his personal effects to be forwarded to him or ascertain his wishes as to their disposal as may be appropriate.

(4) Action in Event of Subsequent Report or Presumption of Death.

The Committee of Adjustment Report prepared under this Article may be used as the Report required under Article 831 in the event that the officer or soldier is subsequently reported or presumed dead and the administration of his estate will be completed by the Officer i/c Estates in accordance with the provisions of Article 831.

(5) Senior Officer, C.M.H.Q.

The Senior Officer, C.M.H.Q., shall have power to issue such orders and instructions as to procedure as are consistent with and necessary to give effect to the principles set out in this Article and the spirit and intent thereof.

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(6) Compliance with this Article shall discharge the Minister of National Defence, the Senior Officer, C.M.H.Q., the Administrator of Estates, the Officer i/c Estates, C.M.H.Q., any Committee of Adjustment or other person complying therewith, from all liability by reason of any assets in his hands having been paid, transmitted, remitted or otherwise dealt with in accordance therewith. (Effective 1st August, 1942.)

Hospital Stoppages

833. Article 222, F.R. & I., C.A.S.F. (Canada) will apply.

834.

Procedure Regarding Hospital Stoppages

835. (1) In accordance with para. 1 (d), Article 149, F.R. & I., C.A.S.F. (Canada), a soldier's pay may be deducted for every day he spends in hospital on account of sickness, certified by the proper Medical Officer attending on him at the hospital, to have been caused by an offence under the Army Act committed by him.

Attention is also directed to Article 222, F.R. & I., C.A.S.F. (Canada), which lays down the amount of stoppages to be made against officers and soldiers of the Canadian Forces admitted to hospital suffering from alcoholism.

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Under no other circumstances than those indicated above may hospital stoppages be made from the pay of officers or soldiers of the Force.

(2) It will be necessary for notification of liability for hospital stoppages to be published in Part II Orders of the Units or Formations concerned. If such notification is not furnished in the case of each individual subject to hospital stoppages, it will be impossible to enforce such stoppages, as no other source of information is available to the officials responsible for the issue of the officers' or soldiers' pay.

(3) The following procedure will therefore be adopted to ensure that notifications appear in Part II Order as called for in clause (2) of this article.

(a) When an officer or soldier is admitted to hospital suffering from a disease or disability in respect of which hospital stoppages should be made, an insertion will be made in Part II Orders of the Unit or Formation from which he is admitted to hospital, showing the date of admission to hospital and that he is liable to stoppages of pay under Article 222, F.R. & I. (Canada). The cause of admission is not to be stated in the order. Similarly, when the case is discharged from hospital, an insertion will be made in Part II Orders of the Unit or Formation to which the officer or soldier is discharged showing the date of discharge. (Effective 15th May, 1942.)

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(b) Where the disease or disability in respect of which hospital stoppages should be enforced supervenes while an officer or soldier is already a patient in hospital the date of the commencement of such disease or disability will not be known by the Unit or Formation from which the officer or soldier was originally admitted to hospital. In such cases the dates between which hospital stoppages are to be enforced will be taken from the patient's Medical History Sheet. Officers i/c hospitals will be held responsible that proper entries with dates are made on the Medical History Sheet and Commanding Officers will scrutinize the Medical History Sheets of all officers or soldiers discharged from hospital to their units or formations.

If the Medical History Sheet discloses that the officer or soldier has, during any portion of the time spent in hospital, been suffering from a disease or disability in respect of which hospital stoppages should be enforced, the Officer Commanding the Unit or Formation will cause an insertion to be made in his Part II Orders, showing the period during which the officer or soldier concerned has been suffering from such disease or disability, also the nature of the disease or disability.

(c) Similarly where officers are discharged direct from hospital for invaliding to Canada, for further medical treatment, or for relinquishment of commission, and where soldiers are discharged direct from hospital for invaliding to Canada or to a Canadian Discharge Depot for discharge, the Hospital Representative of the hospital through which they are discharged will scrutinize all Medical History Sheets as indicated in the last paragraph, and will, if the Medical History Sheet discloses that the officer or soldier concerned had, during any portion of the period spent in hospital, been suffering from a disease or disability in respect of which hospital stoppages should be enforced, notify the Commanding Officer of the Unit or Formation upon the strength of which the officer or soldier concerned is carried of the dates between which hospital stoppages should be enforced, and the nature of the disease or disability.

Upon receipt of such information, the Officer Commanding the Unit or Formation will immediately cause an insertion to be made in Part II Orders showing the dates between which the officer or soldier concerned is subject to hospital stoppages under Article 222, F.R. & I. (Canada). The cause of admission is not to be stated in the order. (Effective 15th May, 1942.)	<table border="0"> <tr> <td>G.O. 38</td> </tr> <tr> <td>1940</td> </tr> <tr> <td><hr/></td> </tr> <tr> <td>G.O. 378</td> </tr> <tr> <td>1942</td> </tr> </table>	G.O. 38	1940	<hr/>	G.O. 378	1942
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- (d) Where a soldier is admitted to hospital on account of sickness caused by an offence under the Army Act, committed by him, hospital stoppages will not be enforced until the soldier has been convicted of the offence which is considered to have caused the sickness, either by his Commanding Officer or by Court-Martial. As soon as he has been convicted, however, the Commanding Officer will call for a certificate from the Medical Officer of the Hospital required by clause (d), para. 1, Article 149, F.R. & I., C.A.S.F. (Canada). When this certificate is received, the Commanding Officer will cause the necessary insertion to be made in Part II Orders showing the length of time spent by the soldier in hospital and stating that he was during this time suffering from sickness certified to have been caused by an offence under the Army Act committed by him. (See also Article 745.)

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PART XXXVIII**CANADIAN WOMEN'S ARMY CORPS****Pay and Allowances**

(Articles 900-911)

- 900.** Application of F.R. & I., C.A.S.F. (Overseas).
- 901.** Staff and Special Rates of Pay—Officers.
- 902.** Classification of Appointments—Officers.
- 903.** Officers holding appointments not classified.
- 904.** Ordinary rates of pay—All ranks.
- 905.** Cadets—Pay and Allowances.
- 906.** Tradesmen's Pay—Rates.
- 907.** Tradesmen's Pay—Conditions governing.
- 908.** Dependents' Allowance.
- 909.** Assigned Pay.
- 910.** Recruits' Clothing Allowance.
- 911.** Compensation for Loss of Kit—Submission of Claims.

PART XXXVIII

CANADIAN WOMEN'S ARMY CORPS

Pay and Allowances

Application of F.R. & I., C.A.S.F. (Overseas)

900. The provisions of F.R. & I., C.A.S.F. (Overseas) will apply to the Canadian Women's Army Corps with the exception of the following articles and subject to the modifications and additions which appear below.

Articles 705, 706, 710, 712, 714, 715, 730, 734, 735, 739A, 740A, 742, 747 (1) (b), 760 to 762 inclusive, 770 to 774, inclusive, 778 (8), 783, 785 and 788.

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Staff and Special Rates of Pay—Grading for Pay

901. Article 301, F.R. & I., C.A.S.F. (Canada) will apply.

Classification of Appointments

902. Article 302, F.R. & I., C.A.S.F. (Canada) will apply.

Officers Holding Appointments not Classified

903. Article 303, F.R. & I., C.A.S.F. (Canada) will apply.

Regimental Rates of Pay—All Ranks

904. Article 304, F.R. & I., C.A.S.F. (Canada) will apply.

Cadets—Pay and Allowances

905. (1) The designation of a volunteer selected to attend an Officer's Training Course with a view to qualifying for a commission shall, during her attendance thereat, be "Cadet".

(2) A Cadet, while attending an Officers' Training Course in the United Kingdom, shall, from the date fixed for the commencement of such course, and until she is gazetted to commissioned rank, or until she fails in her examination or is removed from the course for any reason, receive the Regimental rates of pay of her substantive rank, provided, however, that no "Cadet" shall receive a lower rate of pay than \$2.40 per diem.

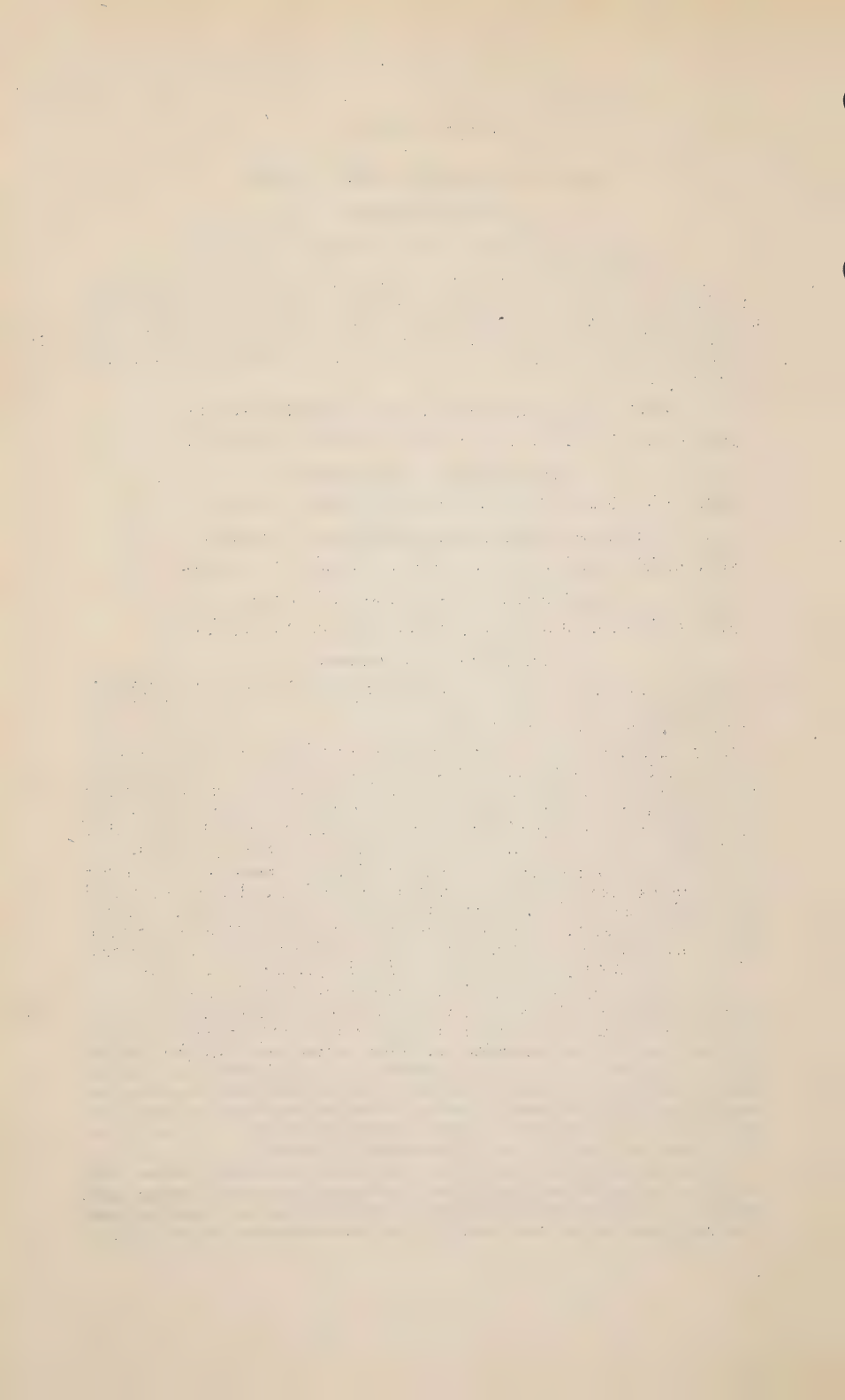
(3) A Cadet shall cease to draw tradesmen's rates, or any other special rate of pay of which she may be in receipt, and will be required to revert to the Regimental rate of pay for her rank not later than the day prior to that fixed for the commencement of the Officers' Training Course she attends, provided that a Cadet shall not receive a lower rate of pay than \$2.40 per diem as provided in paragraph (2) above.

(4) (a) A candidate selected to proceed to Canada to attend a C.W.A.C. Training Centre as a Cadet, whose substantive rank is lower than Sergeant, will be granted the acting rank of Sergeant with pay effective the date of embarkation. Such acting rank will be granted by an appropriate unit or establishment before departure and will be held up to and including the day prior to the date fixed for the commencement of the Officers' Training Course which she is to attend, at which time the candidate becomes entitled to receive the rate of pay of a Cadet as provided for in paragraph (2) hereof.

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(b) A candidate, as referred to in sub-para. (a) hereof, whose substantive rank is Sergeant or higher, holding a higher paid acting rank, will be permitted to retain such acting rank with pay up to and including the day prior to the date fixed for the commencement of the Officers'



Training Course which she is to attend, at which time she will be required to revert to her substantive rank and receive the ordinary rate of pay authorized therefor except that she shall not receive a lower rate of pay than is provided for a Cadet *vide* paragraph (2) hereof.

(c) A Cadet attending a C.W.A.C. Training Centre in Canada shall cease to draw tradesmen's rates, or any other special rate of pay which she may be receiving not later than the day prior to that fixed for the commencement of the course she attends.

Tradesmen's Pay—Rates

906. Article 306, F.R. & I., C.A.S.F. (Canada) will apply.

Conditions Governing Tradesmen's Rates of Pay

907. Article 307, F.R. & I., C.A.S.F. (Canada) will apply.

Dependents' Allowance

908. Articles 97 to 121 inclusive, F.R. & I., C.A.S.F. (Canada) will apply.

Assigned Pay

909. Article 308, F.R. & I., C.A.S.F. (Canada) will apply.

Recruits' Clothing Allowance

910. Article 310, F.R. & I., C.A.S.F. (Canada) will apply.

Compensation for Loss of Kit—Submission of Claims

911. Articles 189 and 311, F.R. & I., C.A.S.F. (Canada) and Article 788 of these regulations will apply.

(Effective 1st July, 1943.)

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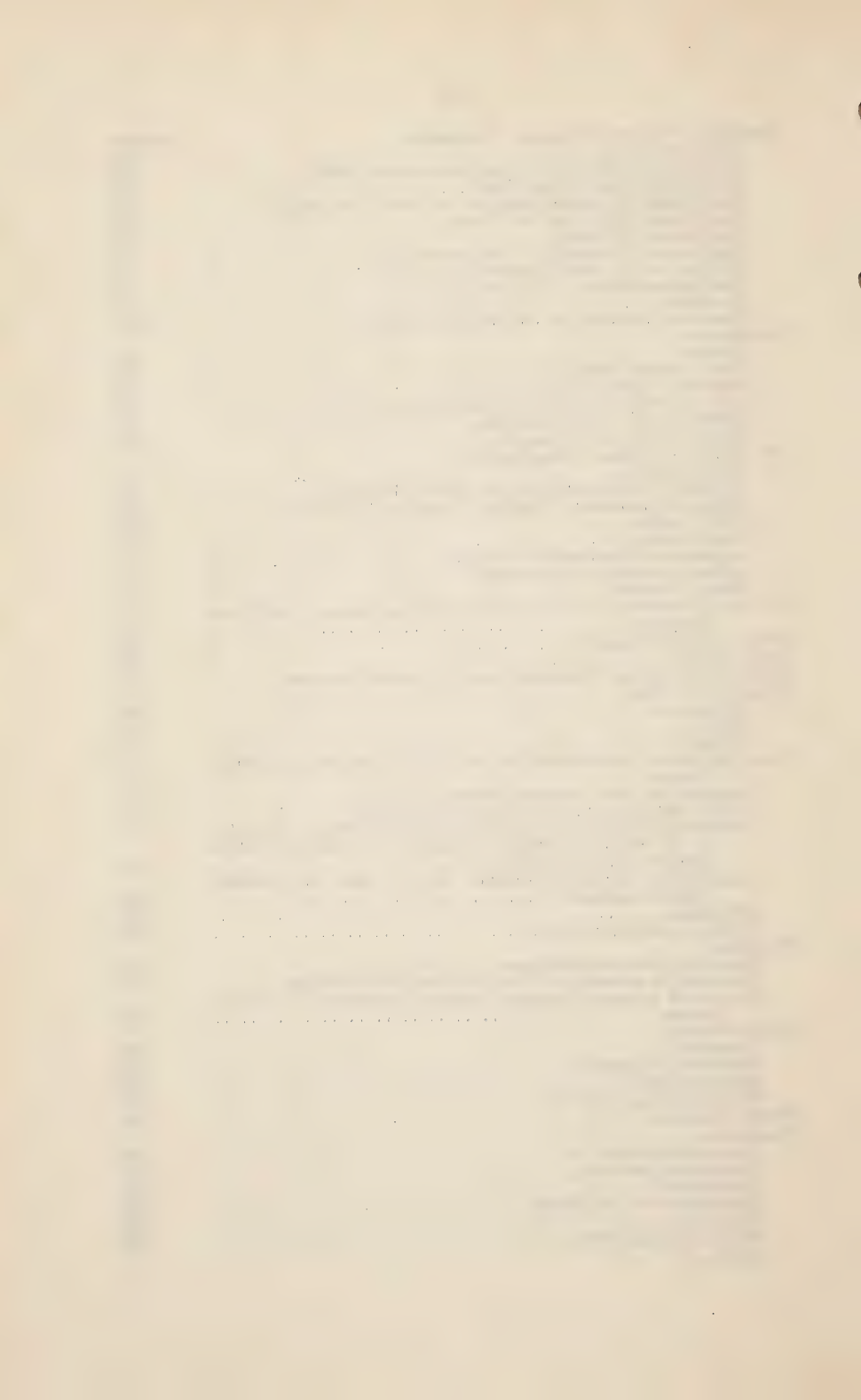
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